



**2025-2026 LICENSE RENEWAL INSTRUCTIONS & CHECKLIST FOR
CHARTER-SIGHTSEEING, MEDICAR, LOW SPEED ELECTRIC VEHICLE, & JITNEY LICENSES**
April 2, 2025

Current charter-sightseeing, medicar, jitney and low speed electric vehicle licenses expire on **June 30, 2025**. The upcoming license term is from July 1, 2025, to June 30, 2026. Submit your application before **June 13, 2025**, to ensure timely renewal.

After license renewal is completed, each licensed vehicle will be issued a 2025 license certificate hard card listing the license number. You must display the 2025 hard card on the passenger-side of the dashboard for each corresponding licensed vehicle. Failure to display the 2025 hard card on the passenger-side dashboard is a violation of the City of Chicago Municipal Code.

Starting May 19, 2025, applicants may request and submit license renewal documents by:

- (1) E-mail to BACPPV@cityofchicago.org (the preferred method) – include license holder name and IRIS number in all correspondence with BACP; **OR**
- (2) In-person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1st Floor, Chicago, Illinois 60608)
 - Applicants must check in at the reception desk before 2pm.
 - Bring your company good standing and make sure your account does not have debt holds by visiting Chicago Business Direct prior to your visit.
 - Visit Chicago.gov/PublicVehicles for facility hours, walk-in service times, and appointment scheduling.

Please note, regardless of email or in-person submission of renewal documents:

- ✓ BACP recommends submitting the completed application before **June 13, 2025**, to ensure timely renewal. Only approved, paid, renewal applications will be given a license.
- ✓ Only an individual licensee, a registered corporate officer or LLC member, or an Illinois-licensed attorney authorized by the licensee may renew the license on behalf of the licensee.
- ✓ A license must be renewed before the expiration date in order to continue licensed operations.

DEBT AND HOLDS

All debt owed to the City of Chicago must be resolved **before** you renew your license(s). If your account has debt holds, a Hold Notice will be included as part of the renewal package. Resolution instructions are included on the Hold Notice. You may request your renewal application by emailing BACPPV@cityofchicago.org or requesting one in person at our office.

RENEWAL DOCUMENTS CHECKLIST - The following must be completed and submitted.

1. CERTIFICATE OF GOOD STANDING

If the license(s) is in the name of a company, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or proof of an "Active" company that shows all officers printed from the Secretary of State's webpage ILSOS.GOV. The document must be dated after April 1, 2025.

2. OWNERSHIP INFORMATION VERIFICATION FORM

► Request this form by sending an email to BACPPV@cityofchicago.org. Emails and correspondence with BACP must include the license holder name and IRIS number. Complete and submit the OWNERSHIP INFORMATION VERIFICATION FORM. The information provided must match what is on file with BACP.

► Changes to company’s officers or shareholders requires an approved Change of Officers application and payment of the fee. Contact the Public Vehicle Licensing Division for additional information to complete this process.

3. Illinois Department of Transportation (IDOT) INSPECTION SHEET

Submit an IDOT inspection sheet for each licensed vehicle being renewed. The inspection sheet must indicate that the vehicle passed the inspection and be dated after January 1, 2025.

4. CERTIFICATE OF INSURANCE

Proof in the form of an insurance certificate that all licensed vehicles comply with all insurance requirements mandated by Federal, State and City law. Every licensed vehicle must carry commercial automobile liability insurance for bodily injury and property damage and where applicable, worker's compensation insurance. Every insurance certificate must list the City of Chicago/BACP as additional insured and certificate holder with our address listed as 2350 W. Ogden Ave., First Floor, Chicago, IL 60608.

Liability insurance: Insurance for each licensed vehicle must provide at least the following minimum coverage.

For each vehicle with capacity of 10 or more seats:	\$1,000,000.00 combined single limit coverage per occurrence
For each vehicle with a capacity of up to and including 9 seats:	\$350,000.00 combined single limit coverage per occurrence
Jitney car service vehicles:	\$100,000.00 combined single limit coverage per occurrence

★ BACP will immediately suspend any license that fails to submit or maintain the required insurance coverage. Suspension will remain until proof of required insurance coverage is received by BACP. In addition, a licensee may be subject to fines and/or license revocation.

5. CHARTER-SIGHTSEEING VEHICLE STORAGE ADDRESS

Charter-sightseeing licensees must include, and update as necessary, the address(es) where all licensed vehicles are kept when not in use.

6. LICENSE RENEWAL FEE

Once the renewal is approved, the full license renewal fee must be submitted. License renewal fee for each charter-sightseeing, medicar and low-speed electric vehicle license is \$500.00.

The license fee for each jitney license is \$250.00.

► Payments may be made online at ChiPay.Chicago.gov, in-person at our office, or at a Dept. of Finance payment location.

► The license fee may be paid by credit card, certified check, or money order. Certified checks and money orders should be made payable to the “City of Chicago”. No cash amounts over \$1,000.00 or personal checks will be accepted. The address must be pre-printed on the check.

► All certified checks and money orders should be completed in full, including license number(s). A separate certified check or money order MUST be executed for each company that you are renewing.

★ Reminder to Licensees: Only licensed Chauffeur or CDL Driver May Operate Vehicle ★

Under Section 9-104-020 of the Municipal Code of Chicago (MCC) any person who operates a public passenger vehicle under Chapter 9-114 MCC must have a City of Chicago issued chauffeur license. However, a driver with a valid, permanent, commercial’s drivers license may drive a charter vehicle or a medicar vehicle provided that operating such vehicle does not violate any restriction or endorsement placed on the person’s commercial driver’s license.

★ Public Vehicle Advertising Permits Charter-Sightseeing Licensees ★

Pursuant to MCC 9-114-330, charter-sightseeing licensees must secure City of Chicago Advertising Permits for commercial advertising. Public Vehicle Advertising Permits portal is available at Chicago.gov/PublicVehicles.

• EXTERIOR Advertising Permit (\$100/vehicle per year) • INTERIOR Video Advertising Permit (\$100/vehicle per year)