



City of Chicago
Business Affairs and Consumer Protection
Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
312-746-4200 · BACPPV@CITYOFCHICAGO.ORG · WWW.CHICAGO.GOV/BACP

Pedicab Vehicle License RENEWAL Checklist
April 1, 2021 – March 31, 2022 License Term v.d. 2.8.2021

New! RENEW BY EMAIL

Licensees are encouraged to renew by email due to social distancing restrictions in place at the Ogden office.

You may e-mail your packet of license renewal documents to BACPPV@cityofchicago.org.

Licensees must also timely communicate the following by emailing BACPPV@cityofchicago.org:

- Their intention to appear in person for their renewal appointment.
- A request to change a scheduled license renewal appointment. This request must be submitted two weeks prior to the scheduled appointment.
- A request to combine multiple renewal appointments dates.

The BACP Public Vehicle Ogden office is open to the public. Visitors to BACP facilities are required to submit to a temperature check, wear face coverings and maintain six feet of social distancing in the facilities. **Visitors are encouraged to bring their own pen and use hand sanitizer stations at the facilities.**

Pedicab licenses scheduled to expire on or after March 15, 2020 through and including June 15, 2021 will expire on **July 15, 2021**. Refer to Ordinance 2020-5783, passed by Chicago City Council in December 2020, this ordinance is a COVID-19 emergency-related measure to extend regulatory relief for businesses due to COVID-19. If you have not renewed for the 2020-2021 license term, you must renew for both license terms on or before July 15, 2021.

RENEWAL APPOINTMENTS

The annual license renewal period for pedicab licenses begins in March. Each pedicab licensee is scheduled for a renewal appointment. You must submit your renewal application and all required documents including proof of insurance at the time of renewal. The date and time of renewal appointment is listed on the enclosed RENEWAL APPOINTMENT NOTICE.

Licensees who do not renew their licenses **MUST** surrender their expired pedicab license plates and hard cards. License surrenders must be made at the Public Vehicle Operations office at 2350 W. Ogden, 1st Floor, Chicago, IL.

DEBT AND HOLDS

All debt owed to the City of Chicago must be resolved **before** you renew your license. If your account has debt holds, a Hold Notice will be included as part of this package. Debt holds include, but are not limited to, taxes (including ground transportation taxes) and parking violation fines. Additional holds may be placed after the hold notice is printed. You will be responsible for paying all City debt prior to renewal of the license.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted at the time of your renewal appointment:

1. CERTIFICATE OF GOOD STANDING / LLC FILE DETAIL REPORT FOR LLCs - Submit

If the license(s) is in the name of a corporation or LLC, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State for a Corporation or LLC File Detail Report indicating that the corporation or LLC is in Active status. Proof of Good Standing must be dated after February 1, 2021.

2. LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM – Complete & Submit

The information provided must correspond to corporate minutes or operating agreement previously submitted to BACP. Discuss any discrepancies with a BACP staff member. If you wish to make changes to your corporation's officers or shareholders, you must submit a Change of Officer application.

3. INSURANCE CERTIFICATE- Submit

Licensees must ensure that they have a current insurance certificate on file. Please refer to 9-110-080 MCC for specifics on insurance requirements.

4. LICENSE RENEWAL FEE PAYMENT - Submit

Licensees must pay the full amount of the license renewal fee at the renewal appointment. The pedicab license renewal fee is \$250.00 per vehicle license. **Cash amounts over \$1,000.00 are not accepted. Personal checks are not accepted.** 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".

5. Pedicab vehicles displaying commercial advertising must apply for a permit. An annual advertising permit is \$25 per pedicab vehicle. Public Vehicle Advertising Permits must be obtained through a web-based portal at <https://webapps1.chicago.gov/pva/login.htm>.

Pedicab Vehicle License Authorized Agent Form (Optional)

THIS SECTION MUST BE COMPLETED AND SIGNED BY THE REGISTERED OWNER OR SHAREHOLDER

LEGAL NAME OF LICENSEE: _____
★ WRITE YOUR NAME IF RENEWING A LICENSE HELD IN YOUR NAME, OTHERWISE WRITE COMPANY NAME

Complete the information below for each employee or agent that is authorized to represent your license(s) at BACP. Attach a copy of their government-issued photo identification. All agents must be over eighteen years of age to represent your public vehicle account at BACP.

Name: _____ Title: _____ (e.g. manager/employee)

Email Address: _____ Phone Number: _____

Date of Birth: _____ SSN: _____ - _____ - _____

Name: _____ Title: _____ (e.g. manager/employee)

Email Address: _____ Phone Number: _____

Date of Birth: _____ SSN: _____ - _____ - _____

Name: _____ Title: _____ (e.g. manager/employee)

Email Address: _____ Phone Number: _____

Date of Birth: _____ SSN: _____ - _____ - _____

Under penalties as provided by law, including, but not limited to, Chapter 1-21 of the MCC, I certify that the above statements are true and correct.

Print Full Legal Name of Registered Owner or Shareholder Title: _____

Signature Line Date Signed: _____