



CUSTOMER SERVICE

TAXI CAB LICENSE REQUIREMENTS

Requirements for a Taxi Company (New)

- » Copy of the name registration with the Department of Commerce.
- » Permanent Sales tax number (if applicable).
- » Proof of Liability Insurance for each vehicle showing coverage at 250,000/500,000 per person; 100,000 property damage.
- » A color photo of each vehicle with the name of the company. Permanent, readable signs on each door of each vehicle. Please include a photo of the license plate.
- » A Copy of vehicle registration. (VIN and plate numbers need to correspond with insurance certificate.)
- » Criminal background check for owners as well as drivers. This can be done with the PCPD, Provo City Police Department, or you can go to the BCI, Bureau of Criminal Identification located at 3888 W 5400 S Taylorsville. Renewal is required each year.
- » Copy of driver license with endorsement Z- taxi. If the driver has a Privilege Drivers license, a current Government picture ID is also required.
- » Application fees are required at the time of submission. Sticker fees are \$10.00 per registered vehicle.

Adding A new Taxi (vehicle) in an existing Business license.

- » A copy of your current business license.
- » Proof that the business owns the vehicle.
- » A color photo of the vehicle with the name of the company. Permanent, readable signs on each door. Please include a photo of the license plate.
- » A copy of the vehicle registration.
- » Proof of liability insurance for the vehicle showing coverage at 250,000/500,000 per person; 100,000 property damage.
- » A copy of the driver license of the business owner with endorsement Z- taxi. If the driver has a Privilege Driver license, a current Government picture ID is also required.
- » The Business license fee is \$5.00, a \$ 10.00 sticker fee will also be charged.

Adding New Drivers as well as Taxi vehicle

- » A Letter from the business owner confirming that he/she is a new hire.
- » Criminal background check. This can be done with PCPD, Provo City Police Department, or the Bureau of Criminal Identification located at 3888 W 5400 S, Taylorsville.
- » A copy of the Driver's license with the endorsement Z-taxi. If the driver has a Privilege Driver license, a current Government picture ID is also required.
- » A color photo of the vehicle with the name of the company. Permanent, readable signs on each door. Please include a photo of license plate.
- » Proof of liability insurance for vehicle showing coverage at 250,000/500,000 per person; 100,000 property damage.
- » The Business license fee is \$5.00, a \$10.00 sticker fee will also be charged.

Renewal of Taxi Cab

- » Proof of liability insurance for each vehicle showing coverage at 25,000/500,000 per person; 100,000 property damage.
- » Proof of current registration for each vehicle. (VIN and plate numbers need to correspond to the registration.)
- » Criminal background check per driver and owner(s), this can be done with the PCPD, Provo City Police Department, or the Bureau of Criminal Identification located at 3888 W 5400 S, Taylorsville.
- » A color photo with the name of the company in permanent, readable signs on each door, per registered taxi.
- » A current copy of each drivers license with the endorsement Z- taxi. If driver has a Privilege Driver license, a current Government picture ID is also required.
- » Information for all employees (with the exception of new drivers) must be submitted by the business owner(s). The cost of \$5.00 for a business license, as well as a \$10.00 sticker fee per vehicle.

Business License Contact Information

- **Utah Department of Commerce**
Business Name Registration (DBA, CORP, LLC, Partnership, etc.)
160 East 300 South, SLC 801-530-4849 or 1-877-526-3994
www.business.utah.gov/registration (to register name)
- **Utah State Tax Commission**
Sales Tax (tax number must be for Provo City location)
150 East Center #1300, Provo 801-374-7070
www.tax.utah.gov
- **Utah Division of Occupational & Professional License**
(Contractor, Cosmetology, Real Estate, etc.)
160 East 300 South, SLC 801-530-6628
www.secure.utah.gov
- **Utah State License**
(Car dealer, Body Shop, Dismantler, etc.)
210 North 1950 West, SLC 801-297-2600
- **Utah Department of Child Care Licensing**
150 E Center, Provo 801-374-7688 or 1-800-894-2588
www.health.utah.gov/licensing
- **Department of Alcoholic Beverage Control**
1625 South 900 West, SLC 801-977-6800
www.alcbev.state.ut.us
- **Department of Agriculture and Food**
350 North Redwood Rd, SLC 801-538-7118
www.ag.utah.gov
- **Department of Human Services, Office of Licensing**
(Residential Care Facilities; Residential Treatment Facilities, etc.)
195 North 1950 West, SLC 801-538-4171
www.dhs.utah.gov
- **Utah County Health Department**
151 South University Ave, Provo 801-851-7000
www.utahcountyonline.org
- **Utah County Assessor**
100 East Center, Provo 801-851-5295
www.co.utah.ut.us
- **Provo City Community Development**
330 West 100 South, Provo 801-852-6400
www.provo.org/departments/community-development



CUSTOMER SERVICE

BUSINESS LICENSE APPLICATION

BUSINESS INFORMATION

Business Name _____

Business Address _____ Apt/Suite No. _____

City _____ State _____ Zip Code _____

Email _____

Primary phone number (_____) _____ Secondary Telephone (_____) _____

Mailing Address: (if different) _____

Ownership Type: Corporation Partnership Proprietorship LLC (Limited Liability Company)

Type of Business: Commercial Home Occupation - Walk-in traffic? Yes No

Number of Employees at location _____ (If you are the owner, DO NOT count yourself.)

Opening Date _____ Business Hours From _____ To _____ M T W TH F S SU

Kind of Business (if applicable): Nonprofit Taxi Restaurant Mobile Food Truck Towing

Other _____

Nature of Business: Manufacturing Retail Day Care/Preschool-# of children _____

Wholesale Services Other _____

Detailed Description of Business:

[Empty box for detailed description of business]

State License No. _____ License Type _____

Does your business sell products? Yes No

Permanent Sales Tax Number _____

(NO temporary sales tax number accepted)

Does your business have a process discharge to the sewer system? (process discharge is any discharge other than restroom waste) Yes No

Will your business store, produce, utilize hazardous materials, such as oils, fuels, solvents, chemicals, compressed gases, bio-hazardous materials? Yes No

Does your building have built-in fire protection systems, such as automatic sprinkler, hood system, alarm system, standpipes, etc? Yes No

Emergency Contact (1) _____ Telephone (____) _____

Emergency Contact (2) _____ Telephone (____) _____

Emergency Contact (3) _____ Telephone (____) _____

Property Owner Name: (where business is located) _____

Property Owner Address _____

City _____ State _____ Zip Code _____

Alarm Company _____ Telephone _____

IF APPLICANT IS A SOLE-PROPRIETOR, PLEASE COMPLETE THIS SECTION

Owner Name _____

Owner Address _____ Apt/Suite No _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Birthday _____ SSN _____

IF APPLICANT IS A CORPORATION/PARTNERSHIP/LIMITED LIABILITY, COMPLETE THIS SECTION

Business Name _____

Corporate Officers/partners/members as shown in the articles of incorporation:

(1) _____ (2) _____

(3) _____ (4) _____

Corporate Address _____ Apt/Suite No. _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Business Entity No. _____ FEIN No. _____

This form is an application for a business license.

All fees are non-refundable.

Business licenses are valid from anniversary date to anniversary date. Renewal is the responsibility of the business owner. Failure to receive a renewal notice does not excuse this responsibility.

I/We are aware that this application does not constitute approval to operate a business. I/We have read the following and agree to conduct business strictly in accordance with all ordinances, codes and regulations set forth by Provo City Corporation, Utah County, the State of Utah, and Federal standards, whichever applies. I/We also agree that no other type of business will be conducted other than what has been stated above.

I/We attest that all information on this application is true and correct.

Applicant's Signature _____

Please print your name _____

Date _____

It takes a minimum of two weeks for the business license to be issued. The license is issued when all inspections are complete, compliance with Zoning, Building, Fire, Health or other Divisions have been met, the application was properly completed and the business does not require a conditional use permit.

OFFICE USE ONLY

CSR INITIALS _____ DATE _____

No. of Employees _____

Application Fee \$ _____

Inspection Fee \$ _____

Bond \$ _____

Other Fees \$ _____

Type _____

Total _____



Emergency After Hours Contact Information

For Your Business or Home

*This information is required per Provo City Ordinance 6.18

Business or Property Name:

Full Address:

Daytime Office Number:

Owner's name(s) & phone numbers:

Maintenance after hours #:

Security/Alarm Co. name & #:

Responsible party or manager able to respond within 30 minutes in case of emergency:

Name(s):

Phone Number(s):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If there is any specific information you would like emergency responders to know about your property or business, please use the box below to supply that information. Examples would be dangerous materials kept on site, emergency lockbox info, etc.