

## **CITY OF INDEPENDENCE, MISSOURI**

### **TAXICAB/SIGHTSEEING/JITNEY APPLICATION PROCEDURES**

Businesses wishing to operate a taxi/sightseeing/jitney business in the City of Independence must obtain approval from the City of Independence City Council. A completed license application must be submitted to the License Division and will take approximately six to eight weeks to process. The License Division handles the administration of the City's Code and the Police Department provides enforcement of the City Code.

The required forms must be downloaded and fully completed, leave no questions blank. Once the forms have been fully completed, you will need to submit them with the fee to the Cashier at City Hall located on the second floor of City Hall, 111 East Maple Street, Independence for continued processing and approval.

The application is reviewed by several City Departments and criminal history background information on the individuals operating the business is checked through the City of Independence Police Department. The location of the business is reviewed for compliance and other applicable City Codes.

After processing by the City staff, the application and an inspection report is forwarded to the City Council for consideration.

The City Business License will be mailed upon approval. Once a license is issued it will be necessary that all drivers apply for a City of Independence individual drivers permit. Before applying for this permit they must possess the proper class of driver's license. As a convenience, they may apply on the internet at [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense) or there are two computer terminals located on the second floor of City Hall at the above address.

For other requirements, it is recommended that you contact the City Clerk's office (816) 325-7010 for a copy of the City of Independence City Code or you may view it online at [www.independencemo.org](http://www.independencemo.org).

**BUSINESS LICENSE APPLICATION**

*City of Independence, Missouri*

Finance Department - Licensing Division

P O Box 1019, Independence, MO 64051 (Mailing Address)

111 East Maple, Independence, MO 64050 (Street Address)

Web Site Address: [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense)

Telephone: 816-325-7079 Fax: 816-325-7075

Name of Business Owner/Corporation \_\_\_\_\_  
Owner Street Address \_\_\_\_\_ Suite Number \_\_\_\_\_  
City & State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone No. (    ) \_\_\_\_\_  
Fax No. (    ) \_\_\_\_\_ Internet Address \_\_\_\_\_

Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_ Suite Number \_\_\_\_\_  
City & State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone No. (    ) \_\_\_\_\_  
Fax No. (    ) \_\_\_\_\_ Internet Address \_\_\_\_\_

Should renewals be mailed to? (Check One) Owner Address \_\_\_\_\_ Business Address \_\_\_\_\_  
Business Ownership (Check One): (1) Individual \_\_\_\_\_ (2) Partnership \_\_\_\_\_ (3) Corporation \_\_\_\_\_ (4) LP \_\_\_\_\_ (5) LLC \_\_\_\_\_  
Describe type of business: \_\_\_\_\_  
Number of Employees \_\_\_\_\_ MO Sales Tax No. \_\_\_\_\_ Taxpayer I.D. or SSN \_\_\_\_\_  
Date business began operating in Independence, or is expected to begin: \_\_\_\_\_  
Projected Gross Receipts for Next Twelve Months \$ \_\_\_\_\_ \*

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**FEE CALCULATION**

The minimum business license fee is \$25.00. The maximum license fee is \$30,000.00. The license fee is calculated as follows: \$25.00 for projected gross receipts of \$1.00 to \$25,000, plus \$0.29 per each \$1,000 in projected annual gross receipts exceeding \$25,000.

Business License Fee (Calculated as set out above-based on gross receipts) \$ \_\_\_\_\_

Vehicle Fee       # of trucks (in Independence, MO) \_ @ \$25.00 each \$ \_\_\_\_\_

**TOTAL FEES DUE WITH APPLICATION \$ \_\_\_\_\_**

Annual fee of \$25.00 per vehicle

**CITY OF INDEPENDENCE, MISSOURI**  
Finance Department - License Division  
111 East Maple, Independence, Missouri 64050  
Telephone: (816) 325-7079

**APPLICATION FOR TAXICAB ( ) JITNEY ( ) OR SIGHTSEEING ( ) SERVICE**

Certificate of Public Convenience and Necessity

Date\_\_\_\_\_

Business Name\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Business Address\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact Person\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Fax No. ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Ownership: ( ) Individual ( ) Partnership ( ) Corporation ( ) LLC

If individual ownership, list name, address (including City, State & Zip Code), birth date and social security number of owner:

<u>Name</u>	<u>Address</u>	<u>Birth Date</u>	<u>SSN #</u>
_____			

If partnership, list names, addresses (including City, State & Zip Code), birth dates, and social security numbers of all partners:

<u>Name</u>	<u>Address</u>	<u>Birth Date</u>	<u>SSN #</u>
_____			

If corporation or LLC, list names, addresses (including City, State & Zip Code), birth dates and social security numbers of all corporate officers or LLC members:

<u>Name</u>	<u>Address</u>	<u>Birth Date</u>	<u>SSN #</u>
_____			

President

Vice President

Secretary

Treasurer

If corporate or LLC ownership, name and address of corporation or LLC \_\_\_\_\_

Date of incorporation or organization \_\_\_\_\_ State in which incorporated or organized \_\_\_\_\_

This corporation must be registered and in good standing with the Missouri Secretary of State's office in order to process. If the corporation is not in good standing please contact their office at (816) 889-2925 before sending in this application.

Location of proposed depots or terminals: \_\_\_\_\_

Proposed rate schedule \_\_\_\_\_

Total number of vehicles to be licensed: \_\_\_\_\_

State briefly any facts applicant believes would justify the granting of this certificate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The following items must be attached to this application:**

1. A certificate of public liability insurance in the minimum amounts of \$25,000/\$50,000/\$10,000. The certificate of insurance must reflect a thirty (30) days cancellation notice.
2. A Certificate of Insurance showing proof of Worker's Compensation Insurance.
3. Payment of \$25.00 per vehicle.

**Return completed forms and total fees to the Cashier's window at the second floor of City Hall which is located at 111 E. Maple, Independence, MO . All payments are due with the application. Once the application is approved by the City Council a license will be issued, at that time you will need to have all drivers apply for their taxi driver's permit.**

I, the undersigned, declare to the best of my knowledge and belief, that the statements made herein are true and correct. I fully understand that any license issued pursuant to this application is not transferable or assignable to another person or company without approval of the City of Independence and that any violation of any City ordinance appurtenant to the regulation of or operation of any vehicle for which a license is required may result in the suspension or revocation of any and all such licenses.

I understand that a Business License can only be granted subject to the restrictions upon its use. I hereby agree that I will observe those restrictions as specifically enumerated in Chapter 5 of the City Code of the City of Independence, Missouri.

I further agree to submit, prior to any change in location of my business, an application for a license transfer to the City License Officer.

\_\_\_\_\_  
Signature of Owner, Partner or Corporate Officer

Subscribed and sworn to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**DRIVER'S PERMIT INFORMATION**

No person shall operate a taxicab, jitney, or sightseeing vehicle for hire upon the streets of the City of Independence, and no person who owns or controls a taxicab, jitney, or sightseeing vehicle shall permit it to be driven unless such driver of the vehicle for hire first obtain and have in force a vehicle driver's permit issued by the City of Independence and a **current State issued commercial driver's license**. There is no grace period in which to obtain an Employee Driver Permit and all applicants must be 18 years of age or older.

As a convenience, the City of Independence has a website to allow you to apply for or renew your "Employee Permit" over the internet. You must have a printer available for printing the actual permit when using this process and a MasterCard, Visa or Discover credit card for payment. To use this service, please go to the web site at [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense). Click on "**Employee Licenses/Permits**" and then select the desired process. Permits issued by other cities or governments are not valid for businesses within the city limits of Independence.

If you have no access to the internet you must come in person to the second floor of City Hall, 111 E. Maple between the hours of 8 A.M. and 4:15 P.M. Monday thru Friday where computer terminals are provided for your use. The application/renewal process has now become solely automated and has to be done on the computer.

The fee for this permit is \$15.00 and is valid for a period of three years from the date of issuance and will need to be renewed at the same rate. There is no refund of the application fee if the permit is denied; however, there is no fee to apply for a duplicate. This issued driver's permit must be displayed in a place in full view of all passengers while the driver is operating such vehicle.

When making application it is required for you to bring (if making application at City Hall) or mail (if application was made on the web) the required supporting documentation. You must provide this office with a current physical, driving record and original State of Missouri Criminal Record to the "License Division/Cashier" at City of Independence City Hall, 111 E. Maple, P O Box 1019, Independence, MO 64051. **Your permit will not be valid until this documentation has been received by the City of Independence.**

**STATE CRIMINAL RECORD CHECK** - The State of Missouri charges a fee of **\$5.00 per person** for a criminal record check, which is conducted by the Missouri Highway Patrol in Jefferson City. **You must apply for and submit an original processed** State of Missouri Criminal Record History. The Missouri Highway Patrol has notified the City that the processing time for a criminal record check is approximately o six weeks if processed by mail.

To expedite the criminal record check, the applicant may obtain them the same day by driving to the Missouri Highway Patrol office in Jefferson City, Missouri. The **original** criminal record check **must be submitted** to the License Division before your permit will be valid. The address for the Missouri Highway Patrol office is 1510 East Elm Street, Jefferson City, Missouri, and their telephone number is (573)-526-6153.

The following business located in Jefferson City, Missouri might be able to obtain the required criminal history for a processing fee. **Inform them you must have the original mailed to you.**

- Missouri Record Search.....573-635-0142
- Harmon Processing.....573-635-6690
- Missouri Record Service.....573-893-4428
- C & S Business Services, Inc.....573-635-9295
- Strum Research.....573-496-3534
- The Security Group LLC.....573-761-7577

Every driver who received a driver permit shall comply with all of the City, State and Federal laws. Failure to do so will justify the license Officer in suspending or revoking a permit.

## **REGULATIONS**

It shall be a violation for any driver to solicit business for any hotel, or to attempt to divert patronage from one hotel to another. Driver's shall not receive or discharge passengers in the roadway, but shall pull up to the right-hand sidewalk as nearly as possible or in the absence of a sidewalk, to the extreme right-hand side of the road and there receive or discharge passengers, except upon one-way streets, where passengers may be discharged at either side right or left-hand sidewalk or the side of the roadway in the absence of a sidewalk.

No driver shall permit more passengers to be carried by such vehicle than rated seating capacity established by the manufacturer. When required by state statutes approved child restraint seats shall be provided.

The use of a taxi meter is required and shall be in use at all times when the vehicle is in service as a taxicab. The passenger fares shall be meter-based and displayed in full view on a rate card.

The driver shall provide to the passenger a receipt upon request which shall show the name of the owner, the certificate number of the vehicle, amount of charge, date of transaction and signed by the driver.

Every driver shall maintain a daily manifest which records all trips each day, showing time and place of origin, destination, and amount of fare. The completed manifest shall be returned to the business owner by the driver at the end of that driver's tour of duty.