

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 Regulated Industries Division and will take approximately six to eight weeks to process. The Regulated Industries 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 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 access the City's Business License Code (Chapter 5) on the internet at www.ci.independence.mo.us, click on City Government and then click on the City Code link.

BUSINESS LICENSE APPLICATION

City of Independence, Missouri

Community Development Department – Regulated Industries 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

Telephone: 816-325-7079

Fax: 816-325-7075

Name of Business Owner/Corporation _____

Mailing Address _____ Suite/Unit # _____

City & State _____ Zip _____ - _____ Attn: _____

Phone # () _____ Ext. _____ Fax # () _____

Contact Person _____ Cell Phone # () _____ E-Mail _____

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 _____

Should licenses 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 \$ _____*

FEE CALCULATION

The minimum business license fee is \$75.00. The maximum license fee is \$30,000.00. The license fee is calculated as follows: \$75.00 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 (operating in Independence, MO only) _____ @ \$25.00 each \$ _____

TOTAL FEES DUE WITH APPLICATION \$ _____

CITY OF INDEPENDENCE, MISSOURI
Community Development Department – Regulated Industries 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>
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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>
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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>
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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.

The fee for this permit is \$15.00 and is payable by credit card, check or cash, it will be 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.

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 credit card for payment. To use this service, please go to the web site at 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**.

When making application it is required for you to bring or mail a physical report less than a year old and the required processed State of Missouri Criminal Record to the "Regulated Industries Division" at City of Independence City Hall, 111 E. Maple, P.O. Box 1019, Independence, MO 64051. **Your permit will not be valid until this document has been received by the City of Independence.**

STATE CRIMINAL RECORD CHECK - The State of Missouri charges a fee 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 four to 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 Regulated Industries 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 will be able to obtain the required criminal history for a processing fee. **Inform them you must have the originals 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

Instead of a State of Missouri Criminal Record this office will accept a recent background screening report from the Missouri Department of Health and Senior Services.

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.