

City of Sacramento
Department of Finance
Business Permits, 915 I Street, Room 1201
Sacramento, CA 95814
(916) 808-5852

TAXICAB FLEET COMPANY/VEHICLE FORM (TF-4)

Taxicab Business Operating Requirements

A Taxicab Business/Company must adhere to the following requirements:

- A taxicab business is defined as an individual or group of taxis that are independently owned and operated. The legal form of the taxicab business may include a business, partnership, corporation, company, sole proprietor, and/or association governed by bylaws and articles of incorporation, and other legal entities.
- The independent owners and/or businesses must join together to establish a Taxicab Fleet Association.
- Each business associated with a Taxicab Fleet Association must identify the business and ownership information on each taxicab owned and operated by the business.
- No person, business, firm, company, partnership, association or corporation shall drive or operate any taxicab in the City of Sacramento unless such taxicab has first been issued a Taxicab Fleet Association Permit.
- A single contact officer must be established who is authorized to bind the Taxicab Fleet Association and they shall be referred to as the Taxicab Fleet Association Manager. An Alternate Taxicab Fleet Association Manager must be established in case the Manager is unavailable.
- Each business must maintain liability insurance, which must be adequate to cover all vehicles owned by the Taxicab business, unless the Taxicab Fleet Association maintains the liability insurance and the taxicab business name is listed as a named insured on the policy.

Taxicab Business/Company Form (Form TF-3)

- The Taxicab Business Form must be completed for each business in the Taxicab Fleet Association and submitted by the Taxicab Fleet Association Manager. The following information is required:
- Name of Fleet Association
- Fleet Manager Name and Phone Number
- Business Name, Address and Phone Number
- Form of Business Entity and State of Incorporation (if applicable)
- Description of vehicle color plan
- List the vehicle license plate number for each vehicle owned by the business.
- List the vehicle identification number (VIN) for each vehicle owned by the business.
- List the rates and fees to be charged by each vehicle owned by the business.
- Sign and date the completed form.

The following must be submitted with the application:

- **Certificates of Insurance.**
 - One copy of the business certificate of liability insurance. If the liability insurance is carried by the Association, do not attach a certificate.
 - One copy of the business or individual certificates of insurance.
- **A copy of the City of Sacramento Business Operation Tax Certificate**
- **Taxicab Vehicle Inspection Form (Provided by Paratransit)**
 - All taxicabs must be inspected by Paratransit before permit is issued
 - The inspection form must indicate the vehicle has passed the inspection before a permit is issued. If the vehicle fails an inspection, the necessary corrections must be made and the vehicle must be re-inspected.
 - The form is in three parts:
 - The original will be mailed to the City of Sacramento, Revenue Division
 - Pink Copy- Inspection Facility (Paratransit)
 - Yellow Copy- Vehicle Owner
- **Taxicab Ownership Information Sheet (Form TF-5)**
 - The Taxicab Ownership Information Sheet must be completed for each business in the Taxicab Fleet Association and submitted by the Taxicab Fleet Association Manager. The following information is required:
 - Business (Owner) Name
 - Name of Fleet Association
 - Business Address, City, State, Zip and Phone Number
 - Business Office Hours (Indicate the business office hours.)
 - Partner List (List all partners and corporate shareholders having a 10% or greater financial interest in the business and all corporate officers.
 - List the name, address, city, state, zip, position and percentage interest for each owner and/or partner.
 - Sign and date the completed form.

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Taxicab Vehicle Operating Requirements

- All taxicab vehicles must adhere to the following requirements before a Taxicab Vehicle Permit will be issued:
 - No person, business, firm, company, partnership, association or corporation shall drive or operate any taxicab in the City of Sacramento unless such taxicab has first been issued a Taxicab Fleet Association Permit.
 - Taxicab Vehicle Permits are the property of the City of Sacramento and may not be transferred, sold, or assigned.
 - No Taxicab Vehicle Permit shall be registered to more than one Taxicab Fleet Association
 - An approved Taxicab Vehicle Inspection Facility shall conduct an inspection of each vehicle for which a permit is requested.
 - Once the permit is approved, a sticker will be issued to the Taxicab Fleet Association Manager. The sticker will include the permit number and expiration date. The sticker must be permanently posted and clearly visible from the exterior of the taxicab.
 - Taxicab Vehicle Permits shall be renewed annually, through the Taxicab Fleet Association Manager.

Taxicab Vehicle Posting Requirements

- All taxicab vehicles must have the following displayed in the taxicab passenger compartment in full view of any passenger.
 - A valid Taxicab Vehicle Permit
 - A valid Taxicab Driver Permit
 - A rate schedule
 - The taximeter display
 - Taxicab Fleet Association name, Taxicab Business/Company name and telephone number
 - A Passenger Bill of Rights, with a separate posting in Braille
 - Illuminated top lights