 7/19/19

**Taxicab Business Checklist**

* Fill out the City of Bartlesville business license application.
	+ General business license- $40 (Fee to be paid upon approval)
	+ Home based business license- $45 (Fee to be paid upon approval)
* Obtain necessary forms listed below, from our website. (www.cityofbartlesville.org) or 2nd floor of City Hall.
	+ Taxicab vehicle information
	+ Taxicab inspection form
	+ Taxicab owner/driver application
* Obtain each driver’s driving record from the DMV.
* Obtain taxicab license plates from the tag agency.
* Go to a certified mechanic for inspection on each vehicle regarding the mechanical portion of the vehicle inspection form.
* Call records dept. at the police dept. to ensure availability (918-338-4021). Schedule background check and vehicle inspection. Bring all forms, driving record and a copy of existing business license or business license application for new businesses.
* Obtain a background check for each driver from the police dept.
	+ Fee- $3.00 each
* Obtain each proposed taxi vehicle’s inspection from the police dept.
* Bring all completed forms and documentation to 2nd floor of City Hall to have business license/forms reviewed by zoning personnel.
* Obtain taxi operator’s license for each driver (2nd floor City Hall)
	+ Fee- $10 each