

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.
- ❖ Obtain a background check for each driver from the OSBI
 - Fee- \$19 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