



## OFFICE OF THE CLERK/TREASURER City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

### Applying for Taxicab License

The following steps will need to be completed prior to issuance of a license:

1. If you plan to operate under a different name than your own, you must register the trade name with the Vermont Secretary of State and supply the taxi licensing office with a copy of the certificate. Contact the Secretary of State at (802) 828-2386 for further instructions.
2. If operating more than one vehicle, you will need to complete an application for a Taxicab Business License and submit with the proper fees.
3. The applicant must present a certificate of insurance for liability coverage with a responsible company authorized to do business in the State of Vermont which provides minimum automobile liability coverage in the amount of five hundred thousand dollars (\$500,000) combined single limit. Your insurance will need the following information to show the City of Burlington as additional insured:

149 Church Street  
Burlington, VT 05401  
Fax: (802) 865-7014  
Email: [abryce@burlingtonvt.gov](mailto:abryce@burlingtonvt.gov)

4. Taxicabs must also be installed with a taximeter and be calibrated and inspected by Centrodyne, supplying a certificate that this was completed.
5. Vehicle registration must be provided.
6. The vehicle must be inspected by the appropriate airport official or myself. Please contact the Administration Office to inquire about scheduling.
7. A check or money order provided in the proper amount for the licenses as follows:
  - Taxicab Driver's License \$ 30.00
  - Taxicab Drive's Background Check \$ 45.00
  - Taxicab Vehicle License \$100.00
  - Taxicab Business License \$ 30.00

Upon approval of a taxicab license, informational cards containing data for the assistance of passengers will be issued to the cab owner. The informational cards shall be displayed in the interior of the vehicle, so as to be plainly visible to passengers at all times. A license sticker will also be issued that must be displayed on the left rear bumper of each licensed vehicle with a number corresponding to the license number for that vehicle.

Note: Licenses shall be issued annually as of the first day of August and shall expire and become void on the thirty-first day of July of the next year, unless sooner suspended or revoked. It is the responsibility of the license holder to renew each licensing year.

#### **Taxi Administration Office Business Hours:**

**Monday – Friday, 8:00-4:30 pm**

**Phone: (802) 865-7011**

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability. Persons with disabilities who require assistance or special arrangements to participate in programs and activities of the Clerk Treasurer's Office are encouraged to contact us at 865-7000 or 865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made.