



City of San Buenaventura



## TAXICAB PERMIT AND LICENSE APPLICATION PROCESS

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Jointly Provided by:

**Ventura Police Department**

1427 Dowel Drive, Ventura, Ca 93001  
(805) 339-4400 Ext. 1114

**Ventura Business Tax Office**

501 Poli Street, Room 107 – Ventura, Ca 93001  
(805) 658-4715

### Taxicab Operator, Vehicle, & Driver

*Thank you for choosing the City of San Buenaventura, A.K.A. Ventura, in which to provide your taxicab service. Taxicabs provide our citizens an alternate means of transportation and also give more mobility to city residents with restricted modes of travel.*

*To ensure the public's safety, the City has permit and licensing requirements for taxicab operators and drivers. Refer to Chapter 6.150 of the [San Buenaventura Municipal Code](#) (Code) for detailed requirements to provide taxicab services in the City of Ventura, and permit and licensing instructions, and [Resolution No. 2003-029](#) establishing the fare schedule for taxicabs.*

*The information contained on this web page attempts to help the taxicab owner and its drivers through the permit and license requirements and is not intended to supersede any provisions of the Code. Should this information present any information in conflict with the Municipal Code, the Code shall prevail.*

*Staff is here to help. Please review this information and the Code. A [checklist](#) is provided below to help make this process easier. If you need further assistance, you are welcome to contact us at (805) 658-4715.*

### GENERAL PROVISIONS

The City's Municipal Code sets forth requirements regulating taxicabs and other vehicles for hire that are not regulated by the State of California.

These requirements are intended to protect the public's health, safety, and welfare by ensuring that taxicabs and other vehicles for hire charge reasonable rates, are adequately insured, and employ persons that do not pose a threat to passengers, pedestrians, or other drivers.

Permits are required for the taxicab [operators](#), [vehicles](#), and [drivers](#).

## TAXICAB OPERATOR

Any person operating a taxicab business in the city must obtain an operator's permit renewable every three (3) years *and* a business license renewable annually. For information pertaining to [Permit fees](#) and [business license tax rates](#), click on the appropriate link.

The operator must complete an [Operator Application](#) form providing the taxicab business history, its location, owner(s), rates, and taxicab vehicles.

The completed application is returned to the Police Department for review and investigation. Once approved, the Police Chief will issue a permit to the operator.

The operator must also provide the Police Chief a list of drivers and update that list of new and/or terminated drivers on an ongoing basis.

The operator must inspect and test every taxi meter in accordance with applicable state and local laws.

Operators must furnish the City with proof of insurance in accordance with the requirements set forth in California Vehicle Code Sec. 16500.

The operator must ensure all persons employed by them as drivers, or otherwise entitled to operate one of their taxicabs, have complied with the drug and alcohol testing requirements of the [Code](#).

## TAXICAB VEHICLE

The operator must submit a [Vehicle Application form](#) to the Police Department for each vehicle proposed to operate as a taxicab.



Information is required pertaining to the operator, vehicle numbers, make, year, and type, and damage history, if any, of each vehicle.

Each vehicle must display a valid vehicle permit. Each vehicle must be equipped with a taxi meter of a design approved by the Police Chief.

## TAXICAB DRIVER'S



Taxicab drivers submit a [Drivers Application form](#) to the Police Department to obtain a valid driver's permit issued by the Police Chief. This permit must be displayed while operating the taxicab and is renewed every two years.

The driver's must provide pertinent information such as past taxicab driving experience and driver's license history.

If the driver leases the taxicab vehicle, or otherwise acts as an independent contractor, a [business license](#) is also required.

### **BUSINESS LICENSE PROCESS:**

Conducting a taxicab business in the City of Ventura requires a business license. Any taxicab driver acting as an independent contractor--meaning that he/she is not an employee of the taxicab company—also must obtain a business license.

If the taxicab business has a commercial location within the city limits, a fire inspection for a [Certificate of Occupancy](#) is required. The fee is based on square footage.

The application process is simple;

1. Complete the application form and
2. pay the business license tax and applicable Certificate of Occupancy Inspection fee ([see tax rates](#)).

The business license is renewable annually

# TAX/FEE SCHEDULE

<b>Operator Permit</b>	<b>Driver Permit</b>
Police permit fee ..... \$28.00	Police permit fee ..... \$28.00
Fingerprinting ..... \$30.00	Fingerprinting..... \$30.00
Department of justice ..... \$32.00	Department of justice ..... \$32.00
	Controlled substances-drug/alcohol ... \$60.00

<b>Business Tax License</b>	<b>Certificate of Occupancy Inspection Fee</b>
Taxicab business based in Ventura	First 2000 sq. ft ..... \$34.00
Base Tax..... \$45 plus	Each additional 1000 sq. ft.
Annual Gross receipts* up to \$5 million..... 34 cents per thousand	or portion thereof ..... \$ 4.00
Annual Gross receipts* exceeding \$5 million.. 17 cents per thousand	
*Generated in the City of Ventura. Taxicab business based outside of Ventura pays 80% of calculated tax.	

# CHECKLIST



To help make the process easier, this checklist is provided for your reference.

## Operator Requirements

- Obtain Business License (Rm. 107, City Hall)
- Submit [Operator Application Form](#) to Police Dept.
- Submit [Vehicle Application form](#) providing information for each vehicle to Police Dept.
- Provide list of drivers to Police Department
- Proof of Liability Insurance to Police Department

## Vehicle Requirements

- Must display valid vehicle permit
- Taxi meter must be approved by Police Chief
- Rates must be posted

## Driver Requirements

- Business License if an Independent Contractor
- Submit [Driver Application form](#) to Police Department
- Fingerprinting through Police Department.
- Background check by Dept of Justice
- Alcohol/Drug testing coordinated by Police Dept.