



**CITY OF RICHMOND PERMITS & LICENSING DIVISION**  
 PHONE 281 / 232-6871 \* FAX 281 / 238-1215  
**TAXICAB BUSINESS APPLICATION INFORMATION**

**What is required to operate a Taxicab Business and Vehicles for Hire in the City of Richmond?**

In accordance with Richmond Taxicab Ordinance, Ordinance No. 2011-16. Owners and drivers shall be responsible for referencing the City Ordinance for all laws and rules regulating the ownership and operation of a Taxicab business in the City of Richmond.

There are 3 required permits:

1. Taxicab Business Permit. 2. Taxicab Vehicle Permit. 3. Taxicab Driver's Permit.

1. **Business Permit Application**. Valid only inside the Corporate Limits of the City of Richmond.
  - a. Application fee of \$50.00 with application. Non-refundable.
  - b. All owners disclosed and DBA information.
  - c. All vehicles & drivers declared. If not a holder of a valid Richmond permit and not declared on the respective schedule they are illegal to operate as a vehicle or driver for hire in the City of Richmond.
  - d. Must be signed by the owner of the Business and properly sworn and notarized.
  - e. The application must be complete to be properly reviewed. Incomplete applications will be rejected. The application fee is not refundable and may not be transferred or used with subsequent re-submittals.
  - f. The review and approval process can vary but at least 10 business days are required to review the information submitted. This shall not include time periods while waiting on support documents sent from other entities.
  - g. Permit is valid for one year from date of issuance.
  - h. Fees:

<b>Taxicab Business</b>	Application Fee	Non-Refundable	\$ 50.00	Initial first-time Taxicab Business
	Initial Issuance Fee	Paid at Issuance	\$ 300.00	
	Initial Issuance Fee	Per Cab	\$ 100.00	
	Annual Application	Non-Refundable	\$ 50.00	Annual Renewal of a Taxicab Business
	Annual Renewal	Paid at Issuance	\$ 200.00	
	Annual Renewal	Per Cab	\$ 100.00	
	Suspension and Revocation Re-Issuance and Re-Instatement Fee		\$ 200.00	Reissue after suspension/revocation for the remainder of the original permit term or if after expiration date added to renewal fees. If reissue is greater than 12 months add to new permit fees.

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2. **Vehicle Permit Application** for Each Vehicle. Valid only inside the Corporate Limits of the City of Richmond.
- a. Application fee of \$25.00 with application. Non-refundable.
  - b. Maximum vehicle age: Permits will not be issued or renewed for any taxicabs that are more than six (6) years old. A taxicab will be considered to be six (6) years old on January 31 of the sixth (6th) year following the manufacturer's model year of the vehicle, regardless of the purchase date or the date it was originally placed into service.
  - c. Proof of commercial auto liability policy containing coverage meeting at least the minimum amounts specified in the Texas Motor Vehicle Safety Responsibility Act and issued by an authorized auto liability lines carrier on the Texas Department of Insurance's List of Authorized Insurance companies.
    - i. A copy of the required policy or a certificate of insurance must include an endorsement that the Taxicab Administrator will be notified at least ten days in advance if the policy is canceled or expires before the expiration date of the permit.
  - d. A copy of a vehicle history report, less than 30 days old, from a commercial service that supplies vehicle history reports to individuals and businesses on used cars. (Such as CarFax or equivalent.)
  - e. Copy of the receipt of the current State Vehicle Inspection on the vehicle.
    - i. Inspections must not be older than 6 months. Must renew the State Vehicle Inspection in May and November of each year.
  - f. Report the seating capacity according to the manufacture's trade rating.
  - g. Color and Paint Scheme of the Vehicle.
    - i. Must have the telephone number of the business on each side and rear of the Vehicle.
    - ii. Must have the name of the business on each side and rear.
    - iii. Must have the City of Richmond Permit number on each side and rear.
      1. All the lettering required by the terms of this section shall be not less than three (3) inches in height and not less than five-sixteenths (5/16) inches stroke.
    - iv. Must provide a picture of each side, front, & rear of each vehicle exactly as it will be employed on the street.
  - h. Taxicab Business information. A vehicle must be associated with a Taxicab Business with a valid City permit.
    - i. Must be signed by the owner of the Vehicle and properly sworn and notarized.
  - j. The application must be complete to be properly reviewed. Incomplete applications will be rejected. The application fee is not refundable and may not be transferred or used with subsequent re-submittals.
  - k. The review and approval process can vary but at least 10 business days are required to review the information submitted. This shall not include time periods while waiting on support documents sent from other entities.
  - l. Permit is valid for one year from date of issuance.
  - m. Fees:

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<b>Taxicab Vehicles</b>	Application Fee	Non-Refundable	\$ 25.00	Minimum first year taxicab permit, per cab
	Initial Issuance Fee		\$ 25.00	
	Renewal Fee		\$ 25.00	Total Renewal, per cab
	Inspection Fee		\$ 25.00	Anytime it is required to inspect a vehicle other than the 2 times the cab must be brought to the office during each year. Could also be defined as a re-inspection fee
	Suspension and Revocation Re-Issuance and Re-Instatement Fee		\$ 25.00	Reissue after suspension/revocation for the remainder of the original permit term or if after expiration date added to renewal fees plus any inspection fees. If reissue is greater than 12 months add to new permit fees.

**3. Taxicab Driver's Permit Application.** Valid only inside the Corporate Limits of the City of Richmond.

- a. Application fee of \$25.00 with application. Non-refundable.
- b. The Applicant must:
  - i. Have a valid driver's license for the class of vehicle to be permitted.
  - ii. Be eighteen (18) years of age or older.
  - iii. Complete the Texas Department of Public Safety Form DR-36 (Rev. 5/10) entitled "REQUEST FOR A CERTIFIED ABSTRACT OF AN OPERATING RECORD" and submit such application to the Texas Department of Public Safety with a notation that the Requestor's Name is: Robert J. Haas, TX DL# 06616545 and Mail Driver Record to: City of Richmond, TaxiCab Administrator -- 112 Jackson Street -- Richmond, TX 77469
  - iv. The permit shall be denied if convicted of three (3) or more moving violations of the traffic laws of this state within the years immediately preceding the date of filing the application for the permit.
- c. The applicant must declare:
  - i. Whether the applicant has ever been convicted of a felony or misdemeanor.

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- ii. Whether the applicant now stands charged with the commission of a felony or misdemeanor.
  - 1. Upon the initial license application and all annual renewals, the application shall be denied if it is shown that the applicant has a criminal history that is disallowed under V.T.C.A. Occupations Code, Chapter 53, as amended.
- iii. Whether the applicant has previously been licensed as a taxicab driver.
- iv. The amount of experience the applicant has had in the operation of public automobiles.
- v. Whether the applicant has ever been denied a taxicab permit or had one revoked or suspended.
- vi. Whether the applicant has ever had a private passenger vehicle operator's license or a commercial vehicle driver's license or a Class "C" driver's license revoked.
- vii. The taxicab firm for which the applicant intends to work.
- d. A passport size photograph of the Driver.
- e. Taxicab Business information. A Driver must be associated with a Taxicab Business with a valid City permit.
- f. Must be signed by the owner of the Vehicle and properly sworn and notarized.
- g. The application must be complete to be properly reviewed. Incomplete applications will be rejected. The application fee is not refundable and may not be transferred or used with subsequent re-submittals.
- h. The review and approval process can vary but at least 10 business days are required to review the information submitted. This shall not include time periods while waiting on support documents sent from other entities.
- i. Permit is valid for one year from date of issuance.
- j. Fees:

<b>Taxicab Drivers</b>	Application Fee		\$ 25.00	Minimum first year Cabdriver permit
	Initial Issuance Fee		\$ 25.00	
	Renewal Fee		\$ 25.00	Total Annual Renewal
	Suspension and Revocation Re-Issuance and Re-Instatement Fee		\$ 50.00	Reissue after suspension/revocation for the remainder of the original permit term or if after expiration date added to renewal fees plus any inspection fees. If reissue is greater than 12 months add to new permit fees.