

**Taxicab Business
License
Application Checklist**



Please ensure that each of the below requirements are met, and include a signed copy of this document along with each of the below items, to be turned in with the licensing division located on the first floor of City Hall.

- City of Hartsville Business License Application
- Business License Fee
- Proof of payment of insurance coverage (**NOTE: The City of Hartsville must be listed as a certificate holder**)
- County tax receipt for all vehicles in operation
- 1 Taxicab Inspection Form per every cab currently in operation (**NOTE: must be completed by a certified ASE mechanic- see attached list**)
- Fleet registration form (**NOTE: Any time a car is added or removed from your fleet, you must update this form with the city within 5 business days of making the change**)
- Photocopy of current South Carolina Driver's License

Applicant Name: _____

I, _____, verify that all included information is true, correct, and complete and grant permission to the City of Hartsville to conduct a criminal background check.

Applicant Signature

Date

FOR OFFICE USE ONLY:
 Application reviewed by: _____
 This applicant DOES DOES NOT satisfy all requirements for issuance of a taxicab driver permit.
 IF NOT, please explain:

 Applicant called (Date: _____) Notes: _____
 Permit issued (Date of issuance: _____)
 Approved by Finance Director: _____ Date: _____
 Issued by: _____ (print) _____ (sign)