



**City of Baton Rouge - Parish of East Baton Rouge**  
**Taxicab Control Board – Certificate of Public Convenience and Necessity**  
 222 Saint Louis Street, Rm 404  
 Baton Rouge, LA 70802  
 Phone: 225-389-3084 Fax: 225.389-5369  
[www.brla.gov/VehiclesforHire](http://www.brla.gov/VehiclesforHire)

**Commercial Pedal Carriage (CPC) Checklist**

All applications for Certificates of Public Convenience and Necessity for the operation of a Commercial Pedal Carriage on the streets of the City of Baton Rouge – Parish of East Baton Rouge must be submitted to the Taxicab Control Board. Documentation to be submitted is as follows:

- Certificate of Public Convenience and Necessity (CPCN) Application
  - Occupational License Application
  - Certified Articles of Incorporation
  - Background Check/Fingerprint (each person)
  - Route Approval Request Form
  - Copy of Driver license (each person)
  - Operator’s Permit and ID Badge
  - Operator’s Appearance and Conduct Rules & Regulations
  - Certificate of Liability, Copy of Auto Policy
  - Training Procedures for Operators
  - Proof of Ownership
  - Manufacturer’s Specification of Commercial Pedal Carriage
  - Certified Financial Statement
  - Demand Statement
  - Prior Experience Statement
  - Fee Schedule
  - Exterior & Interior Pictures (completed by the Revenue Division)
  - Mechanical Inspection (completed by the East Central Garage after the Board grants conditional approval)
- Commercial Pedal Carriage Vehicle Requirement: all matching tires, no cuts or worn spots or no visible tread wear on tires, front brakes, rear brakes, affixed side mounted mirrors w/ viewing distance of 200 feet, headlight beam w/ distance of 300 feet, operator control brake lever, rear affixed red brake lights w/ visible distance 200 feet, business name and contact number rear display, standard battery, backup battery, front and rear signaling device, operational horn or bell.

Applicant		Office Use Only	
<input type="checkbox"/>	Occupational License Fee	OLT Account Number Assigned	
<input type="checkbox"/>	Application Fee (separate form of payment)	Transaction ID #	Receipt #
<input type="checkbox"/>	Commercial Pedal Carriage CPCN Fee	Transaction ID #	Receipt #
<input type="checkbox"/>	Inspection Fee	Transaction ID #	Receipt #

*\*Commercial Pedal Carriage checklist must be submitted with application.*

**Application Status**

Taxicab Control Board Meeting Date:	Conditional	Final
Mechanical Inspection Letter Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Mechanical Inspection <input type="checkbox"/> Passed <input type="checkbox"/> Reject	Date:	Date:
Comments		