

Quick Reference Guide for Taxicab and Vehicle for Hire Applicants – Taxis/Limousines/Tour Guide Vehicles/Pedicabs/LSV

****No New Applicant may conduct business until the applicant's franchise application has been approved by the City of Baton Rouge Taxicab Control Board. ****

The Board meets on the last Tuesday of each month. All required information must be turned into the Revenue Division at least 3 working days before any Board meeting to ensure placement on the agenda.

1. Complete the CPNC Application - one time application fee \$10 for any franchise application
2. Cost/Fee per vehicle:
 - Taxicab or Low Speed Vehicle (LSV) franchise permit \$75
 - Limousine or Sightseeing or Tour Guide Vehicle franchise permit \$150
 - Pedicab franchise permit \$50
 - Annual Inspection fee for each vehicle \$20
 - Pedicab Inspection fee \$10
3. Complete a Business Registration Application: if the business is domiciled in the City of Baton Rouge/Unincorporated East Baton Rouge Parish, an occupational license is required.
4. Insurance is required for each vehicle. The applicant must submit the original policy along with insurance certificates for each vehicle to the Revenue Division for approval. The insurance policy shall provide for payment of a sum not less than \$25,000 to satisfy all claims for damages by reason of bodily injury resulting from any one accident, and subject to said limit for one person; for payment of a sum not less than \$50,000 to satisfy all claims for damages by reason of bodily injury to two or more persons; and for payment of a sum not less than \$25,000 to satisfy all claims for damage to property resulting from any one accident. Insurance certificates must indicate that the City of Baton Rouge Revenue Division will be notified at least 10 days in advance of any cancellation of coverage.
5. Financial Report Stating the net worth of the individual owner or all officers of a corporation.
6. Copy of registration certificate for each vehicle that states "For Hire" on the certificate.
7. Articles of Incorporation must be presented to the Revenue Division upon registration (Applicable if owned by a corporation)
8. Obtain a background check and get finger-printed for each owner or officer of the corporation.
 - *Louisiana State Police, 7979 Independence Blvd., Call 225.925.6006 for cost and acceptable methods of payment.
9. Contact Louisiana Public Service Commission, Tammy Burl @ 225.342.1433. Operation will be outside the boundaries in which the business is domiciled.
10. Each vehicle operating as a Taxicab must have a dome light, lettering indicating the name of the franchise & franchise number, properly calibrated and operational meter.
11. Each driver must have a chauffeur's license issued by the City of Baton Rouge, Police Department.
12. Each driver must have a chauffeur's license issued by the State of Louisiana, not a commercial license.
13. Each vehicle must pass a visual inspection performed by the Revenue Division.
14. Each vehicle must pass a safety inspection performed by Department of Public Works. Meters will also be tested by DPW and the State Department of Agriculture, Weights and Measures Division.