

Applying for Taxicab or Contract Vehicle License

The following steps will need to be completed prior to issuance of a license or permit:

1. If you plan to operate under a different name than your own, you must register the trade name with the Vermont Secretary of State and supply the taxi licensing office with a copy of the certificate. Contact the Secretary of State at (802) 828-2386 for further instructions.
2. If operating more than one vehicle, you will need to complete an application for a Taxicab or Contract Vehicle License and submit with the proper fees.
3. Complete the appropriate application(s) and have notarized.
4. The applicant must present a certificate of insurance for liability coverage with a responsible company authorized to do business in the State of Vermont which provides minimum automobile liability coverage in the amount of five hundred thousand dollars (\$500,000) combined single limit. Your insurance will need the following information to show the City of Burlington and Burlington International Airport as additional insured:

1200 Airport Drive #1
South Burlington, VT 05403
Fax: (802) 863-7947
Email: kjones@btv.aero

5. Taxicabs must also be installed with a taximeter and be calibrated and inspected by Centrodyne, supplying a certificate that this was completed.
6. Vehicle registration must be provided.
7. The vehicle must be inspected by the appropriate airport official. Please contact the Administration Office to inquire about scheduling.
8. A check or money order provided in the proper amount for the license or permit as follows:

- Taxicab or Contract Vehicle License \$100.00
- Courtesy Vehicle Permit \$125.00
- Each additional Vehicle \$ 50.00
- Queue Vehicle Permit \$500.00
- Baggage Queue Vehicle Permit \$500.00
- Taxicab or Contract Vehicle Business License \$ 30.00

Upon approval of a taxicab license, informational cards containing data for the assistance of passengers will be issued to the cab owner. The informational cards shall be displayed in the interior of the vehicle, so as to be plainly visible to passengers at all times. A license sticker will also be issued that must be displayed on the left rear bumper of each licensed vehicle with a number corresponding to the license number for that vehicle.

Upon approval of a permit or contract license, a sticker will be issued that must be displayed on the right front fender of the vehicle. A certificate will also be issued which shall be displayed in the interior of the vehicle, so as to be plainly visible to passengers at all times.

Note: Licenses and permits shall be issued annually as of the first day of August and shall expire and become void on the thirty-first day of July of the next year, unless sooner suspended or revoked. It is the responsibility of the license/permit holder to renew each licensing year.

Taxi Administration Office Business Hours:

Monday and Wednesday 9:30-11:30am and 1:30-3:30pm, Tuesday 1:30-3:30pm, Friday 9:30-11:30am

Phone: (802) 863-2874