



CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

~PASSENGER VEHICLES for HIRE UNIT~

VEHICLE OPERATING PERMIT APPLICATION

Company Owner or Representative must schedule the appointment. Submit a completed application consisting of the following payments and enclosures. **Incomplete Applications, Documents, or Enclosures will not be accepted. (Money Order or Company Check ONLY)**

1. **\$10 - Vehicle Operating Permit Fee (New or Renewal)**
2. **\$210 - Transfer Vehicle Operating Permit Fee (Transfer vehicle to another company)**
3. **\$70 - To Replace a Decal/VOP card is Non-refundable**
4. **Proof of Ownership:** FOR NEW TAXI ONLY – **Provide a Registration, Title, or Bill of Sale to receive a MVR314 form for DMV.**
5. **Vehicle Operating Permit Application** Completed and signed by all vehicle owner(s) and company operating certificate holder. **Document cannot be over 30 days old.**
6. **Certificate of Liability Insurance** This should reflect the policy number, insurance coverage's, year/make/model, and vehicle identification number (VIN) of your vehicle. **The PVH Office address must be listed as the "Certificate Holder". 4150 Wilkinson Blvd, Charlotte, NC 28262. Documents cannot be over 30 days old.**
7. **Current Vehicle Registration** Metered (Taxi) companies must have commercial "T" plates for all vehicles. Nonmetered companies (Limo, Transportation, Shuttles) must have commercial for hire "Z" plates. Companies contracted directly with DSS/CMS are exempt. Attach a copy of your DSS or CMS contract. No Third-Party contracts are excepted.
8. **City of Charlotte Taxicab Privilege License – For Taxi Only.** Mecklenburg County Tax office is located at 320 Freedom Drive, Charlotte NC 28208.
9. Any vehicle owner/co-owner (that is not already a permitted driver) must complete and submit the New Vehicle Owner (New Driver) application, along with all required documents for approval prior to receiving a vehicle permit.
10. **Vehicle Operating Permits must be renewed annually and can be renewed 30 days prior to expiration.**

The PVH office will review your application and conduct a background investigation. Your application will then be approved or denied. If your application is denied, you will also receive a written notification of denial.

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Copies of this checklist, all applications and enclosures are available online at:

<https://www.charlottenc.gov/cmpd/Our-Organization/PVH>

The Passenger Vehicle for Hire Office conducts all business by appointment **ONLY**:

Monday through Thursday, 8:00 AM -11:00 AM, and 1:00 PM - 4:00 PM.

Friday, 8:00 AM -11:00 AM

Roberta Blackwell, Roberta.Blackwell@cmpd.org 704-336-3925
Jay Mitchell, John.Mitchell@cmpd.org 704-432-5139
Ronald Silvera, Ronald.Silvera@cmpd.org 704-432-1562
KimAnnette Smith-Frazier, Manager 704-432-5140



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VEHICLE OPERATING PERMIT APPLICATION

APPLICATION TYPE				
Check One:	<input type="radio"/> New	<input type="radio"/> Renewal	<input type="radio"/> Transfer	<input type="radio"/> Replacement
Check One:	<input type="radio"/> Sole Proprietorship	<input type="radio"/> Partnership	<input type="radio"/> Association	<input type="radio"/> Corporation
Check One:	<input type="radio"/> Metered	<input type="radio"/> Non-Metered		

Note: Operation of a passenger vehicle for hire in the City of Charlotte is governed by Chapter 22 of the Charlotte City Code. Applicants shall read and understand all requirements contained in Chapter 22 prior to applying for a vehicle operating permit. All applications for a Vehicle Operating Permit are to be submitted by the Vehicle Owner and the Company Operating Certificate Holder.

VEHICLE OWNER INFORMATION				
VEHICLE OWNER:		Driver License No. & State:	Birth Date:	Date:
Owner's Street Address:		City:	State:	Zip: Years :
Work Telephone:		Mobile Telephone:		
COMPANY AFFILIATION:			Company Telephone Number:	

VEHICLE INFORMATION			
Vehicle Year	Vehicle Make	Vehicle Model	VIN (Vehicle Identification Number)
Comp. Assigned Vehicle #		Tag Number / State	Capacity (# of seat belts)

SECONDARY VEHICLE OWNER INFORMATION (If not company owned)				
Name:	Street Address:	State:	Zip:	Phone:

CERTIFICATION AND COMPANY AUTHORIZATION

We, the undersigned applicant and company owner/representative, certify that we submit this application in accordance with the provisions reflected in Chapter 22 of the Charlotte Code, the "Passenger Vehicles for Hire" ordinance. All information submitted in the application is neither false nor misleading and we understand that submitting, or causing to be submitted, false or misleading information is unlawful and shall be grounds for denial of an application. We are currently in compliance and will continue to comply with all requirements contained in the Passenger Vehicle for Hire Ordinance.

VEHICLE OWNER (1)

Print Name: _____

Signature: _____

Date: _____

VEHICLE OWNER (2)

Print Name: _____

Signature: _____

Date: _____

COMPANY OWNER/REPRESENTATIVE

Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

<input type="checkbox"/> Fee paid (\$10.00)	<input type="checkbox"/> Registration Received	<input type="checkbox"/> Certificate of Insurance (PVH Certificate Holder)
<input type="checkbox"/> Fee Paid (\$210)	<input type="checkbox"/> Bill of Sale (New Vehicle)	<input type="checkbox"/> Taxi Privileged License
<input type="checkbox"/> Second Owner Application (2 nd name on registration)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>