

TAXI, LIMO, AND SHUTTLE REGISTRATION AND INSPECTION PREPARATION

INSTRUCTIONS

1. Complete an application for a Certificate of Public Convenience and Necessity.
2. Submit with the application the following documentation and fee:
 - a. A nonrefundable application fee of \$250.00 for a new company **OR** a nonrefundable fee of \$50.00 for a renewal application. A renewal application is for a company who currently holds a valid Certificate of Public Convenience and Necessity with the City of Knoxville. Make checks payable to the City of Knoxville.
 - b. Copy of business license(s). (All companies located within the City of Knoxville must have a City of Knoxville and Knox County business license. Check your local jurisdiction for license requirements and provide a copy)
 - c. Copy of Certificate of Zoning, **only if the business address is located within the City of Knoxville**, from MPC, City/County Building Room 403 (865) 215-2500. If the company holds a current Certificate of Public Convenience & Necessity with the City of Knoxville from the previous year and has not moved the business address, you do not need to supply a copy of certificate of zoning unless the Inspections Unit requests a copy.
 - d. Copy of each vehicle's registration.
 - e. Copy of current insurance policy with each vehicle listed on the policy along with the vehicle identification number (vin#) and coverage amount. The insurance policy must be issued to the company.
 - f. Provide a recent color photograph of each vehicle (side view).
 - g. Provide a copy of the receipt form the certificate holder will provide to a passenger upon request (taxi only)
 - h. The application must be complete, notarized and all required documentation submitted. Please read the application carefully.
3. The KPD Inspections Unit has 30 days to review the application to approve or deny it and notify the applicant. ***If the application is approved, the Inspections Unit will contact the applicant to set an appointment to inspect the vehicle(s).***
4. Pre-Inspect each vehicle in order to make the most of our time and yours.