



**CITY OF ENCINITAS**  
Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
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## **FEES & INFORMATION TAXI COMPANY PERMIT**

A Taxi Company Permit is required for any taxi company operating within the City of Encinitas (EMC 6.08.020 & SDCCRO Title 2, Division 1, Chapter 3).

The City of Encinitas manages the permit application process. Approved taxi companies will be issued a permit by the City. Approved permits are valid from the date of issue to December 31<sup>st</sup>. The San Diego County Sheriff's Department handles vehicle inspections and issuing of the decals. Each cab must be visually inspected and will be issued a decal upon approval. The decal expires on December 31<sup>st</sup>.

Approved permits are not transferable to another location or to another person. A change in location or ownership requires a new application. This permit may be renewed if the renewal process is initiated prior to the expiration date of the current permit.

All fees associated with this permit are non-refundable.

### **Fees:**

Application Fee:	\$283 (New)	\$194 (Renewal)
Cab:	\$64 per cab	
Background Check:	\$86 per person	
Live Scan:	\$49 per person (new applicant, owner, manager, affiliate)	
Business Registration*		

\* Application requires a current business registration. Additional fees may apply if business registration is not up to date.

### **Documentation Required:**

- **Application - Background** - Information required by San Diego County Sheriff's Department to initiate background check.
- **Application Supplemental** – Additional information required to complete the application process.
- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **Certificate - Insurance** – Must have combined single limit liability insurance, minimum \$1,000,000 per occurrence. Certificate Holder must list City of Encinitas, 505 S. Vulcan Ave., Encinitas, CA 92024; and Description of Operations/Locations/Vehicles must contain statement, "Certificate holder is named as additional insured."
- **County Taxicab Driver's ID** – San Diego County issued Taxicab Driver's ID; provide one for each driver.
- **License - Driver's** – Copy of driver's license (will be deleted once application process is completed).
- **Live Scan** – Complete & print form then take to any live scan operator for fingerprinting. New applicants only. Renewal applicants will upload a copy of current permit in lieu of Live Scan in CSS.

- **Taxi Meter Inspection** – Annual inspection of taxi meter on each cab, conducted by San Diego County Department of Agriculture, Weights and Measures.
- **Taxi Inspection Form** – Complete one form for each cab. After background check approval, each cab will be inspected by the San Diego County Sheriff's Department.
- **Vehicle Registration** – Provide one for each vehicle; issued by Department of Motor Vehicles.

Please allow a minimum four weeks processing time due to background checks and departmental reviews associated with this permit.