



## PLACE OF BUSINESS ADDRESS REQUIREMENT FOR PUBLIC VEHICLES

November 15, 2024

Every Public Vehicle licensed under Title 9 of the Municipal Code of Chicago (Code) must maintain a “Place of business in the City of Chicago”.

“Place of business in the City of Chicago” is defined in the Code as:

- (1) a location within the City [of Chicago] where the City may send, and the licensee shall accept, notices of hearing or other notices from the City;

**and**

- (2) a location within the City where a licensee **maintains** its business and financial records relating to the licenses involved.

The Chicago address submitted to BACP must meet **both** of these criteria before BACP will accept that address on an application for issuance or renewal of a license.

The Municipal Code of Chicago defines “Place of business in the City of Chicago” the same under Chapters 9-112 (Taxis), 9-114 (Other PV including Livery) and 9-110 (Pedicabs). Please refer to [amlegal.com](http://amlegal.com) for the full Code sections.

The address cannot be a virtual mailbox, it cannot be a UPS or P.O. mailbox, it cannot be a virtual office space where you do not have a permanent, designated space in which to maintain business and financial records.

Please note:

- If a taxi licensee reports their affiliation’s address as their place of business address and later leaves that affiliation, the affiliation’s address is no longer their place of business.
- If any public passenger vehicle licensee uses their insurance company’s address for their place of business address, and later changes their insurance company or if their policy lapses, that insurance company’s address is no longer their place of business.
- **If the license is in an individual’s name, that individual must reside and be domiciled in Chicago.**

The licensee must provide BACP with proof of a PLACE OF BUSINESS address in the City of Chicago in a form acceptable to BACP or the vehicle(s) will not be licensed.

**Submission of a false or invalid business address may result in revocation or rescission of the license(s) and/or a fine up to \$10,000 for every day that address was on file with BACP. Once a license is rescinded or revoked, your rights to the license are terminated.**