



**PUBLIC PASSENGER VEHICLE  
PERMIT INFORMATION SHEET**

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)  
WWW.MILWAUKEE.GOV/LICENSE

**VEHICLE PERMIT REQUIRED:** Public Passenger Vehicle Permit is required of every public passenger vehicle, as defined under s. 100-3-21, MCO, operating on the streets of the city of Milwaukee.

**EXEMPTIONS:** No permits are required for vehicles licensed by the Wisconsin Department of Transportation as human service vehicles as described in ch. Trans 301, Adm. Code; and shuttle vehicles authorized by Milwaukee County to provide in-county shuttle service for General Mitchell International Airport under s. 4.05(4), Milwaukee County Code. See s. 100-50-1-a, MCO.

**ELIGIBILITY, TAXICABS:** No new public passenger permits for taxicabs may be issued, except (1) when a permit holder applies to change his or her legal entity, such as by incorporating or forming a partnership; or (2) when a permit holder applies to transfer ownership of a permit to another person.

**AGE OF VEHICLE RESTRICTION, TAXICABS:** No new or renewal public passenger permits for taxicabs may be issued for motor vehicles of model years greater than 10 years old at the time of application and no public passenger permits for taxicabs shall be transferred to any motor vehicles of model years greater than 10 years old at the time of replacement.

**CHANGE TO ANNUAL LICENSE PERIODS:** Effective 1/01/2009, each permit is issued for a one-year period.

**Taxicabs:** Expire on October 31, irrespective of the date of issuance.

**All Other Vehicles:** Expire on April 30, irrespective of the date of issuance.

**PERMIT FEE:** \$175. Permit fee must be submitted at the time of application. Make checks payable to: *City of Milwaukee*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

**DRIVER LICENSE REQUIRED:** A Public Passenger Vehicle Driver's license is required of every person driving a public passenger vehicle, as defined under s. 100-3-21, MCO, including any person driving a vehicle used for the transportation of elderly or handicapped persons, regardless of whether the vehicle is licensed or otherwise regulated by the state of Wisconsin as a human service vehicle for the transportation of elderly or handicapped persons. See s. 100-54-1-a, MCO.

**ADDITIONAL FORMS REQUIRED:** In addition to completed applications, applicants must submit the following additional documents and forms:

► **Proof of Financial Responsibility:** Pursuant to s. 100-53-1, MCO, required to be submitted by all applicants and approved by the License Division prior to permit issuance.

► **Copy of Vehicle Registration:** Required to be submitted by all applicants prior to permit issuance.

► **Statement of Stock Ownership (form 199h):** Required to be submitted by all applicants filing as a corporation or limited liability company.

► **Notice of Taxicab Sale (form 199e):** Required to be submitted by the current taxicab permit holder.

► **Schedule of Fixed Routes:** Required to be submitted as an attachment to the application by applicants for permits for shuttle vehicles

operating on fixed routes and fixed schedules to and from predetermined locations.

**SAME LEGAL ENTITY REQUIRED:** Applicants can file applications as individual applicants, partnerships, corporations, or limited liability companies.

► Legal entities cannot be changed after the Common Council has granted the permits.

► All forms and documents, including but not limited to permit applications, vehicle registrations, certificates of insurance, and lease agreements, must be in the exact same legal entity name.

► Any forms and documents filed in legal entity names that are similar to or variations of the legal entity names on permit applications are not accepted.

**NOTARIZED SIGNATURES:** The application shall be signed and sworn to by the applicant, if an individual; each partner, if a partnership; a duly authorized agent, corporate president and secretary, if a corporation; or a duly authorized agent and 2 members, if a limited liability company.

► The signature of the applicant on the license application must be notarized. A \$.50 fee will be charged for applications notarized by the License Division.

► Commissioned notaries public, including attorneys, must impress notary seals on the notarial certificates issued. Applications submitted without notarizations or seals will be returned.

**FINGERPRINTING REQUIREMENT:** All new applicants must be fingerprinted. Fingerprinting is conducted each weekday (excluding holidays) between the hours of 8:00 a.m. and 6:00 p.m. at the Police Administration Building, 951 N. James Lovell Street (7<sup>th</sup> St), Room 305.

► The fingerprinting requirement applies to the individual applicant, each partner, if a partnership; and an agent, all corporate officers, members, and stockholders owning 20% or more stock, if a corporation or a limited liability company

► Applicants can contact the Milwaukee Police Department at (414) 935-7281 to determine whether fingerprints are already on file with the Milwaukee Police Department, or to obtain information relating to complying with the fingerprinting requirement.

► Renewal applicants do not need to be fingerprinted again.

**PROCESSING TIME, GRANTING OF PERMIT:** The entire application and approval process of obtaining your permit generally takes up to 6 weeks.

► After applications have been filed with and accepted as complete by the License Division, the Milwaukee Police Department conducts background investigations, provided applicants have first complied with fingerprinting requirements.

► After the findings of the background investigations have been forwarded to the License Division, permit applications are scheduled on the agendas of the Public Safety Committee for its recommendation to the Common Council on whether permits should be granted or denied. The committee generally meets every 3 weeks, excepting that no meetings are held in August.

► Applicants required to appear in-person for hearings before the Public Safety Committee will receive written notices.

**DETERMINATION OF PERMIT TYPE, SHUTTLES AND LIMOUSINES:** The determination of whether a vehicle is licensed as a certain type of shuttle vehicle or limousine is dependent upon the passenger-carrying capacity, body style, and operation of (and any wheelbase alterations to) the vehicle.

► **Classification Flowchart:** See Flowchart 1 on page 4 for information related to determining the type of shuttle or limousine permit for which to apply.

► See s.100-3-11, MCO, for classification definitions.

Limousine is defined as a for-hire, unmetered, unmarked, uniformed, chauffeur-driven, ground transportation vehicle solely engaged in the business of carrying passengers on a pre-reserved basis only.

Limousine chauffeurs will be required to be uniformed in business attire.

Parties contracting for limousines must be advised of the make, model and year of the vehicle and of any custom nonproduction features or unique energy conservation features of the vehicle at the time of pre-preservation. No vehicle shall be provided that is different from, or equivalent to, the vehicle agreed upon prior to passenger pickup.

**VEHICLE INSPECTIONS:** Before being issued PPV permits, applicants must first receive an inspection sticker indicating that their vehicles have been thoroughly inspected by the Milwaukee Police Department and found to be in safe condition.

► Any vehicle replacing a vehicle for which a public passenger vehicle permit has been issued is required to undergo an inspection prior to being placed into service. ► Inspections for vehicle replacements are only conducted each Thursday between the hours of 1:00 and 2:00 p.m. at the Department of Public Works, Southwest Shop located at 2657 S. 31st St.

**ISSUANCE OF PERMIT:** Applicants, for whom permits are recommended for approval by the Public Safety Committee and granted by the Common Council, will receive written notices indicating final steps required to be completed in order for permits to be issued.

► **Taxicab Permits:** The issuance of taxicab permits are withheld until permits held by previous owners are surrendered.

**PERMIT DISQUALIFICATION:** If the Common

Council denies an application for a license based on the background investigation, then the same applicant is disqualified from applying for a new permit for a period of 12 months from the date of denial.

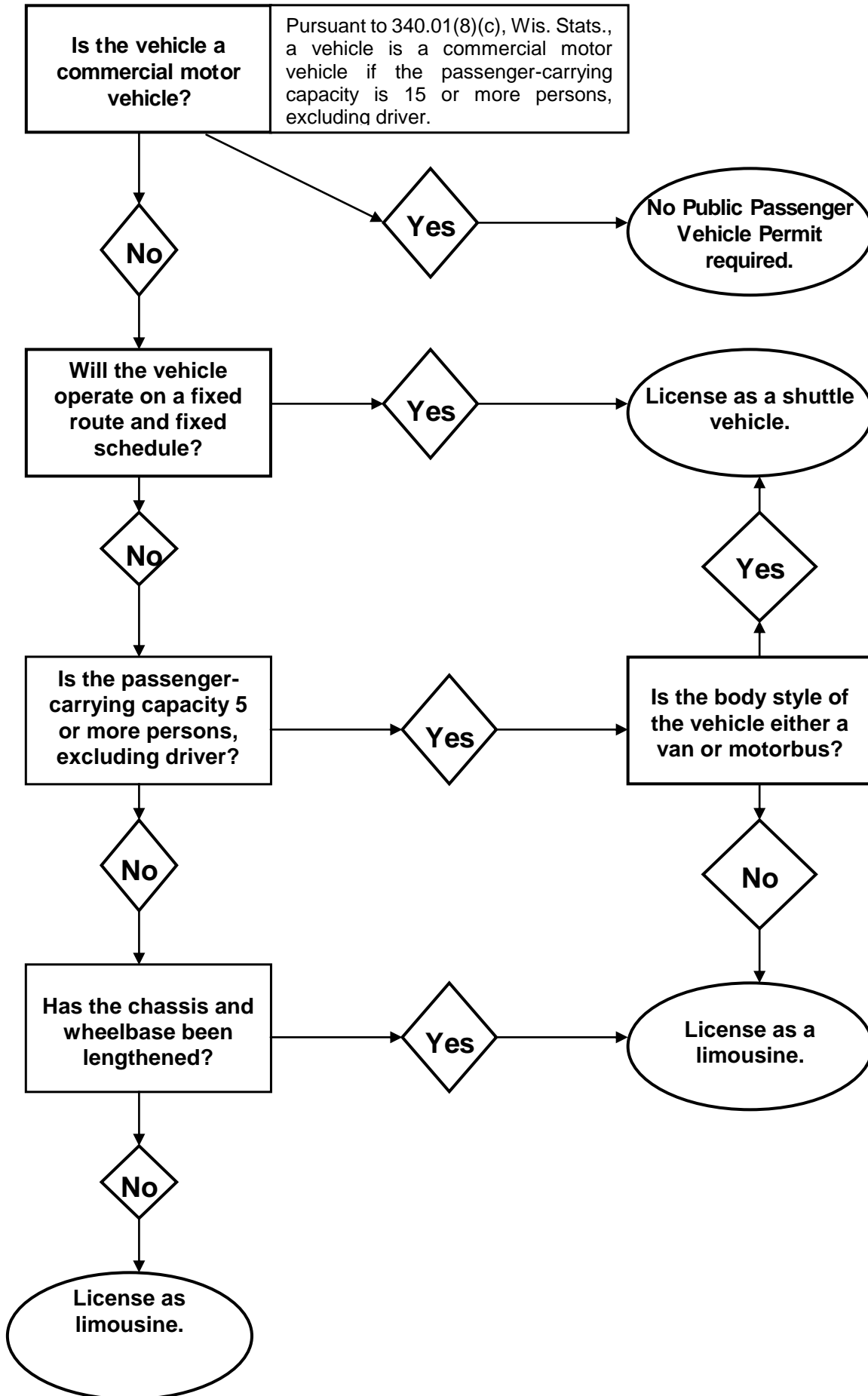
**REFUND OF PERMIT FEE:** If an application is withdrawn or denied, applicants are eligible for a refund less an administrative fee.

► Requests for refunds must be made no later than one year from the date of withdrawal or denial of the application.

► If a permit is not issued, the refund must be requested no later than one year from the date of application, unless the permit has been granted, in which case no later than one year from the date of granting of the permit.

**OTHER REQUIREMENTS AND REGULATIONS:** Ordinances related to Public Passenger Vehicles are located in ch. 100, MCO, and may be viewed online at <http://www.milwaukee.gov/ordinances>

**FLOWCHART 1. DETERMINING SHUTTLE AND LIMOUSINE PERMIT CLASSIFICATION.**





## PUBLIC PASSENGER VEHICLE PERMIT APPLICATION

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<b>A</b>	<b>► IDENTIFYING TYPE OF ENTITY HOLDING PERMIT.</b>
	Check (√) one and complete all required sections: <input type="checkbox"/> <b>INDIVIDUAL:</b> (Complete Sections B and E to L) <input type="checkbox"/> <b>PARTNERSHIP:</b> (Complete Sections B, C and E to L) <input type="checkbox"/> <b>CORPORATION OR LLC:</b> (Complete Sections D to L)

<b>B</b>	<b>► INDIVIDUAL APPLICANT OR PARTNER 1.</b>	<b>C</b>	<b>► PARTNER 2.</b>
	Full Legal Name (Last, First & Middle Initial)		Full Legal Name (Last, First & Middle Initial)
	Home Street Address		Home Street Address:
	Home City, State, Zip Code:		Home City, State, Zip Code:
	Home Phone Number: (     )     -		Home Phone Number: (     )     -
	Date of Birth:		Date of Birth:

<b>D</b>	<b>(1) ► IDENTIFYING NAME OF CORPORATION OR LLC.</b>	
	Full Name of Corporation or Limited Liability Company:	
	<b>(2) ► AGENT OF CORPORATION OR LLC.</b>	
	Full Legal Name (Last, First & Middle Initial):	Home Address (include City, State & Zip Code):
	Home Phone Number: (     )     -	Date of Birth:
	<b>(3) ► PRESIDENT OR LLC MEMBER 1.</b>	<b>(4) ► VICE PRESIDENT OR LLC MEMBER 2.</b>
	Full Name (Last, First & Middle Initial):	Full Name (Last, First & Middle Initial):
	Home Street Address:	Home Street Address:
	Home City, State, Zip Code:	Home City, State, Zip Code:
	Home Phone Number: (     )     -	Home Phone Number: (     )     -
	Date of Birth:	Date of Birth:
	<b>(5) ► SECRETARY OR LLC MEMBER 3.</b>	<b>(6) ► TREASURER OR LLC MEMBER 4.</b>
	Full Name (Last, First & Middle Initial):	Full Name (Last, First & Middle Initial):
	Home Address:	Home Address:
	Home City, State, Zip Code:	Home City, State, Zip Code:
	Home Phone Number: (     )     -	Home Phone Number: (     )     -
	Date of Birth:	Date of Birth:

E	<b>► IDENTIFYING CONVICTIONS OF APPLICANTS.</b>	
	Has any person listed in Sections B to D on this application ever been convicted of violating any federal laws, state statutes or city ordinances? Check (√) one: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, then list below the names of the persons convicted, dates of convictions, violations, and penalties imposed. _____ _____ _____	
Attached additional sheets, if necessary.		

F	<b>(1) ► IDENTIFYING BUSINESS TRADE NAME AND ADDRESS.</b>	
	Business Trade Name:	Business Phone Number: (     )                      -
	Business Address (include City, State, Zip code): _____	
	<b>(2) ► IDENTIFYING OPTIONAL MAILING ADDRESS.</b>	
	Mailing Address (include City, State, Zip code): _____	
[!] Section F-3 required only for applicants who have been issued 5 or more vehicle permits.		
<b>(3) ► IDENTIFYING VEHICLE STORAGE ADDRESS.</b>		
Will vehicle be stored at Business Address identified in Section F-1? Check (√) one: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, then list Vehicle Storage Address (include City, State, Zip code): _____ _____		

G	<b>► IDENTIFYING PERMIT TYPE AND TAXICAB PERMIT NUMBER (IF APPLICABLE).</b>		
	Check (√) box to indicate type of permit for which you are applying.		
	<input type="checkbox"/> Taxicab: <b>[!] IMPORTANT:</b> If Taxicab, then list the Permit Number for which you are applying: # <input type="text"/> <input type="text"/> <input type="text"/>		
	<input type="checkbox"/> Limousine	<input type="checkbox"/> Shuttle Vehicle	<input type="checkbox"/> Horse & Surrey Livery
<input type="checkbox"/> Pedicab	<input type="checkbox"/> Handicap & Elderly	<input type="checkbox"/> Motorcycle Touring	

H	<b>► IDENTIFYING PUBLIC PASSENGER VEHICLE.</b>			
	Year:	Make:	Model:	Color of Vehicle Body:
	Serial or Vehicle Identification Number (VIN): _____			
	Passenger-Carrying Capacity of Vehicle: <b>[!] IMPORTANT:</b> Exclude driver.		License Plate Number:	
	Body style (Check √ one):			
	<input type="checkbox"/> 4-door Sedan	<input type="checkbox"/> Stretch Limousine	<input type="checkbox"/> Sports Utility	<input type="checkbox"/> Van <input type="checkbox"/> Wagon
<input type="checkbox"/> Other _____				

**[!] Sections I-1 and 2 only required for Taxicabs.**

**(1) ► IDENTIFYING TAXICAB AFFILIATION.**

Check (√) box to indicate whether you are affiliated with any of the following entities, or are an independent operator.

All City Veteran Taxi    
 Brew City Cab Cooperative    
 American United Cab Company, Inc.  
 Yellow Cab Co-op    
 Mitchell International Taxicab    
 Independent

**(2) ► IDENTIFYING RADIO DISPATCH SERVICE.**

Check (√) box to indicate your Radio Dispatch Service provider.

American United Cab Company, Inc.    
 I do not have a radio dispatch service provider.  
 Yellow Cab Co-op    
 Other \_\_\_\_\_

**[!] Section J-1 required for ALL applicants, except Meter Fare Taxicabs.**

**(1) ► IDENTIFYING RATES OF FARE.**

List in the space provided below the Rates of Fare (ex. \$25 per hour, \$10 per trip, etc.),

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attached additional sheets, if necessary.

**[!] Section J-2 only required for Shuttle Vehicles.**

**(2) ► IDENTIFYING TYPE OF SHUTTLE (CHECK ONE).**

Group Travel (5 passengers or more)    
 Fixed Route (must attach fixed route schedule)

**[!] Sections K-1 and 2 only required for Horse & Surrey Livery Services.**

**(1) ► IDENTIFYING LICENSED VETERINARIAN.**

Name of Veterinarian:	Business Address (include City, State, Zip code):
Daytime Phone Number: (    )    -	Evening Phone Number: (    )    -

**(2) ► IDENTIFYING AREA OF OPERATION.**

Describe in the space provided below the areas of operation of the Horse & Surrey Livery Service.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attached additional sheets, if necessary.

**(1) ► DECLARATIONS, ACKNOWLEDGEMENTS AND DISCLOSURES.**

1. The undersigned agrees to inform the City Clerk within 10 days of any substantial changes in the information supplied in this application.
2. The undersigned understands that applicants shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and shall not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.
3. The undersigned understands all of the following: (a) the filing of an application does not entitle applicants to permits and that granting of permits is in the sole discretion of the Common Council; and (b) if a permit is granted, the vehicle must be put into service within the number of days established under s. 100-50-12-c, MCO, or suffer permanent termination; and (c) if a taxicab permit is granted, the issuance of the permit will be withheld until the permit held by the previous owner is surrendered to the License Division; and (d) failure to file for renewal of a permit prior to the expiration date of a permit shall cause the permit to be terminated on the date of expiration.
4. The undersigned has knowledge of the City Ordinances currently regulating the permit applied for herein, and understands that the permit may be subject to suspension, non-renewal or revocation, if the applicants violate any rule or regulation relating to public passenger vehicles.
5. The undersigned, being duly sworn under oath, depose and say that I am the person named above and that all statements made in the foregoing application are true and correct.

**(2) ► LETTER OF INTENT.**

6. The undersigned does hereby state that, in the event that a public passenger vehicle permit is granted, I intend to perform all of the following: (a) purchase a proper vehicle. In the case of luxury limousine, a vehicle must meet either the stretched limousine or executive sedan classification definition pursuant to s. 100-3-11, MCO; and (b) secure the proper amount of automobile liability insurance pursuant to s. 100-53-1, MCO; and (c) satisfy all other requirements of ch. 100, MCO.

**(3) ► NOTARIZED SIGNATURES OF APPLICANTS.**

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Individual/Agt. of Corp. or LLC/Partner

\_\_\_\_\_  
Notary Public, State of Wisconsin

\_\_\_\_\_  
President of Corp/Member of LLC/Partner

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Secretary of Corp/Add'l Member/Partner

**Office Use Only:**

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ Transaction #: \_\_\_\_\_

Approved Vehicle

Permit #: \_\_\_\_\_ Granted: \_\_\_\_\_ Issued: \_\_\_\_\_

Unapproved Vehicle