



CITY OF  
**WATERTOWN**  
FINANCE DEPARTMENT

## Taxi Cab Co. Business License Application

- ☐ New Application      ☐ Renewal      ☐ Add Additional Vehicle      ☐ Add Additional Driver  
☐ Transfer of Taxi Driver License

Licensing Year: 20\_\_\_\_

### Section A: Business Information:

Business Name (as it will appear on license)	
Applicant/Owner Name (as it will appear on license)	
Business Address	
City, State, Zip	
Sales Tax License #	
Phone Number	
Email Address	
License Fee (check made payable to City of Watertown)	Business License fee: \$200.00 per year Vehicle License fee: \$10.00 per vehicle, per year Driver fee: \$100 first year/\$75 renewal/\$25 transfer

### Section B: Identification of Taxi Cab Vehicles

For Review by the  
Chief of Police

(If more vehicles are to be added, please attach additional information to this application)

Vehicle #1 - Year, Make & Model	<input type="checkbox"/> Approve
Vin#	<input type="checkbox"/> Deny
Engine	SD License #
City Issued ID Card# (to be provided by City Staff)	
Vehicle #2 - Year, Make & Model	<input type="checkbox"/> Approve
Vin#	<input type="checkbox"/> Deny
Engine	SD License #
City Issued ID Card#	
Vehicle #3 - Year, Make & Model	<input type="checkbox"/> Approve
Vin#	<input type="checkbox"/> Deny
Engine	SD License #
City Issued ID Card# (to be provided by City Staff)	
Vehicle #4 - Year, Make & Model	<input type="checkbox"/> Approve
Vin#	<input type="checkbox"/> Deny
Engine	SD License #
City Issued ID Card# (to be provided by City Staff)	
Vehicle #5 - Year, Make & Model	<input type="checkbox"/> Approve
Vin#	<input type="checkbox"/> Deny
Engine	SD License #
City Issued ID Card# (to be provided by City Staff)	

## Section C: Identification of Licensed Drivers

For Review by the  
Chief of Police

(If more drivers are to be added, please attach additional information to this application)

Driver #1 - Full Name	
Drivers Home Address	<input type="checkbox"/> Approve
Driver's License # SSN #	<input type="checkbox"/> Deny
DOB US Citizen? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Convicted of Felony or Misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach explanation)	
Previously licensed as a Taxi Driver? <input type="checkbox"/> No <input type="checkbox"/> Yes	
(if yes, where & when?)	
Has such Taxi License been revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach explanation)	
<p>By signing below, I, _____, hereby declare that the provided information is true. I hereby authorize the City of Watertown to investigate my background as deemed necessary without reservation. <i>If employer does not cover my insurance, a copy of my insurance is attached.</i></p> <p>_____ Driver Signature Date</p>	
Driver #2 - Full Name	
Drivers Home Address	<input type="checkbox"/> Approve
Driver's License # SSN #	<input type="checkbox"/> Deny
DOB US Citizen? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Convicted of Felony or Misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach explanation)	
Previously licensed as a Taxi Driver? <input type="checkbox"/> No <input type="checkbox"/> Yes	
(if yes, where & when?)	
Has such Taxi License been revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach explanation)	
<p>By signing below, I, _____, hereby declare that the provided information is true. I hereby authorize the City of Watertown to investigate my background as deemed necessary without reservation. <i>If employer does not cover my insurance, a copy of my insurance is attached.</i></p> <p>_____ Driver Signature Date</p>	
Driver #3 - Full Name	
Drivers Home Address	<input type="checkbox"/> Approve
Driver's License # SSN #	<input type="checkbox"/> Deny
DOB US Citizen? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Convicted of Felony or Misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach explanation)	
Previously licensed as a Taxi Driver? <input type="checkbox"/> No <input type="checkbox"/> Yes	
(if yes, where & when?)	
Has such Taxi License been revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach explanation)	
<p>By signing below, I, _____, hereby declare that the provided information is true. I hereby authorize the City of Watertown to investigate my background as deemed necessary without reservation. <i>If employer does not cover my insurance, a copy of my insurance is attached.</i></p> <p>_____ Driver Signature Date</p>	

## Section D: Insurance Disclosure **TO BE COMPLETED BY BUSINESS OWNER**

Insurance Company Name:	
Coverage Term:	
Certificate of Insurance Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list vehicles covered under business insurance policy:	
Please list drivers covered under business insurance policy:	

## Section E: Certificate

The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all requirements for the Taxi Cab license in the City of Watertown, SD.

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

### Submit completed application to:

City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201  
Phone# (605) 882-6203 • Fax# (605) 882-6218 • [licenses@watertownsd.us](mailto:licenses@watertownsd.us)

Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Dated: \_\_\_\_\_

License Number(s): \_\_\_\_\_

Section F: Staff Review of License (please sign under selected action)

a. The above application has been reviewed and is hereby \_\_\_\_\_ in full.  
(approved/denied)

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date

b. The above application has been reviewed and has been partially approved, with details noted below.

Vehicles/Drivers that are <b>approved</b> :	Vehicles/Drivers that are <b>denied</b> :
<div></div>	<div></div>

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date

# License Procedures: Taxi Cab Company



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Per City Ordinance (Chapter 19.09 Taxicabs): No person, firm or corporation shall operate a taxicab business within this City without first having obtained from the Finance Officer a license.

To Apply for a Taxi Cab License with the City of Watertown:

1. Fill out a license application form, which is available through the City Finance Office. Please ensure all licensing processes, which are listed below, have been completed.
  - a. Verify your business has a valid Sales Tax License & know your Sales Tax License Number as this is a license requirement. The South Dakota Department of Revenue handles Sales Tax Licenses and their phone number is (605) 882-5188.
  - b. Appropriate insurance has been obtained per the requirements set forth in Chapter 19.09. Please provide a copy of the insurance certificate
  - c. All drivers under your taxi business must complete two background checks, to be administered through the City Finance Office.
  - d. All vehicles under your taxi business must be inspected by a certified mechanic or other qualified person. The inspection report(s) shall be submitted to the City Finance Office for final review by the Chief of Police.
2. Submit licensing fees to the City Finance Office. The fee schedule can be found on the application form. All fees must be paid via check, made payable to the City of Watertown.
3. Once all requirements are met, City staff will review the application. If approved, license cards will be mailed to the applicant.

## Chapter 19.09 TAXICABS

### 19.0901: LICENSE REQUIRED

1. No person, firm or corporation shall operate a taxicab business within this City without first having obtained from the Finance Officer a license therefore, and complying with all provisions of this chapter.
2. Application for such license shall be in writing, upon blanks to be furnished by the Finance Officer, which said application shall contain the full name and address of the owner, the nature of proposed operation, and proof of sales tax license. As to each vehicle, the application shall contain the following information: make, model, year of manufacture, engine and factory number, the South Dakota license number, and proof of compliance with SDCL 32-9 Commercial Motor Vehicle Certificates.
3. The Finance Officer shall grant a taxicab business license if satisfied that the applicant has complied with all of the terms and provisions of this chapter and if the evidence submitted in support of the application meets the conditions precedent to granting the license.

### 19.0902: LICENSE FEES

The fee for such license shall be established by resolution of the City Council. All licenses shall extend from January 1 until December 31 of such year, and the full license fee must be paid for any part of such year.

### 19.0903: TAXI DRIVER'S LICENSE

1. No person shall drive or operate a taxicab unless said person shall have first obtained a driver's license as herein required. Every applicant for such license shall make application to the Finance Officer on forms to be supplied by said Finance Officer, and shall pay a fee established by resolution of the City Council. Said application shall include a waiver without reservation by the applicant permitting the City Council to investigate such sources as it deems appropriate.
2. All such licenses shall extend from date of issuance to December 31 of such year.
3. The Finance Officer shall issue a taxi driver's license so long as the insurance requirements under Section 19.0909 have been met, and examination of driver's record and criminal history does not reveal any of the following:
  - a. Judgments for more than three moving traffic violations in the preceding three years;
  - b. A violation involving reckless, careless, or exhibition driving in the preceding three years;
  - c. A violation for driving on a suspended or revoked license in the preceding three years;
  - d. A felony conviction of any kind in the preceding seven years;
  - e. A misdemeanor conviction in the preceding seven years involving:
    - i. Resisting a law enforcement officer
    - ii. Dishonesty
    - iii. Injury to a person;
    - iv. Operating a motor vehicle while intoxicated;
    - v. Operating a motor vehicle in a manner that endangers a person;
    - vi. Damage to the property of another person
  - f. A match on the state or national sex offender registry.
4. Each licensed taxicab driver shall conspicuously display their city-issued identification card on the interior of the vehicle any time such vehicle is being operated as a taxicab.
5. The Finance Officer may suspend any license issued hereunder upon a probable cause determination upon one of the events listed in 3 above. The Finance Officer may revoke any license upon a conviction upon one of the events listed in 3 above.

#### **19.0904: INSPECTION**

No taxi shall be licensed until it has been inspected and found to be fit for the transportation of passengers. Vehicle inspections shall be performed by a certified mechanic or other qualified person, and only those inspection reports submitted by inspectors deemed qualified by the Chief of Police or his designee shall be received. Taxi inspections shall include an inspection of all mechanical and safety equipment and an inspection of the chassis. An inspection shall be verified by a written report from the inspector certifying the vehicle is fit for the transportation of passengers. The City reserves the right to require annual or periodic inspections of any licensed taxi.

#### **19.0905: REPEALED**

#### **19.0906: TRANSFER**

No license for a vehicle licensed hereunder may be transferred from one vehicle to another.

#### **19.0907: EXISTING LICENSES**

Notwithstanding any provision elsewhere contained in this chapter, no licensee who has paid the fees required and obtained the license required under any ordinance of this City existing prior to the adoption of this chapter shall be required to obtain a license or pay further fees hereunder for the remainder of the year for which such license was issued, but all such licensees shall be otherwise in all things subject to the provisions of this chapter.

#### **19.0908: REPEALED**

#### **19.0909: INSURANCE REQUIRED**

Before a license shall be issued to anyone to hire, use or keep for use or hire upon any of the streets of this City, any vehicle of any description whatever for the conveyance of passengers from place to place within said City, the applicant for such license shall file with the Finance Officer a good and sufficient insurance to bind the obligors thereon to pay any final judgment rendered against such applicant arising out of any action for death or injury to any person, or damage to any property, for which the liability of said applicant arose by reason of the operation of the business herein referred to. Insurance shall bind the obligors thereon to pay any sum up to one million dollars (\$1,000,000) per incident for death, bodily injury, or property damage. It shall be a condition of said insurance that anyone who shall recover any final judgment against said applicant, upon any of the grounds hereinabove set out, may maintain an action thereon in any court having jurisdiction of such an action, for the amount of such judgment, within the limits hereinabove provided.

#### **19.0910: TIME EFFECTIVE**

The bond and undertaking, or the insurance in lieu thereof, provided for in Section 19.0909 hereof shall be effective for the same period as the license referred to in this chapter, and new bond and undertaking, or liability and indemnity insurance in lieu thereof, shall be furnished annually in connection with each application for license.

#### **19.0911: METHOD OF TERMINATION**

No obligor upon any such bond and undertaking, or insurer under any such insurance, shall terminate his or its liability thereunder at any time during the license year of January 1 to December 31, except by filing with the Finance Officer written notice of intention to terminate such liability, and no such termination shall become effective until ten days after the giving of such notice, unless new bond and undertaking or insurance in lieu thereof, shall be presented by such license and approved by the Finance Officer within a shorter time.

#### **19.0912: WHEN NEW INSURANCE REQUIRED**

If, in the opinion of the Finance Officer, any policy of insurance shall at any time be deemed inadequate, or to have become impaired, the licensee shall be required to furnish a new policy of insurance within ten (10) days after notice to do so, to be given by the Finance Officer.

#### **19.0913: LICENSES SUBJECT TO BOND OR INSURANCE**

All licenses referred to in Section 19.0901 hereof shall be issued subject to all of the provisions of this chapter, whether so stated in said license or not, and, in case of termination of liability by obligors or insurers, as referred to in Section 19.0911 hereof, or in case

any such licensee shall fail to furnish obligors or insurers to the approval of the Finance Officer under the conditions and within the time specified within Section 19.0912 then, and in either such case, said license shall be suspended and of no force or effect during such time as there is no such bond and undertaking or insurance in complete force and effect, to the approval of the Finance Officer.

#### **19.0914: REPEALED**

#### **19.0915: ZERO TOLERANCE FOR ALCOHOL OR DRUG USE IN TAXICABS**

The City reserves the right to immediately suspend or revoke a taxicab business license or a taxicab driver's license, or both, if the City has probable cause to conclude that a taxicab driver has operated a taxicab under the influence of alcohol or drugs, or if a taxicab driver has allowed a passenger to consume alcohol or use drugs in a taxicab while such vehicle is being operated as a taxicab.

#### **19.0916: DISPLAY OF LICENSE, BUSINESS NAME, AND PHONE NUMBER**

Each licensed taxicab shall display, on the rear of the vehicle and in a conspicuous place, the taxicab's license number as provided by the city at the time of issuing the license. Each taxicab shall also display on the outside of a door on each side the business name and phone number.

#### **19.0917: REVOCATION OF LICENSE**

The Finance Officer may revoke any license issued under any provision of this chapter upon proof that the licensee has violated any provision hereof, or upon proof that such licensee is unfit to perform the service authorized by such license. Whenever information comes to the Finance Officer which is believed Finance Officer to justify revocation of such license, notice shall be mailed to such licensee at the address set out in the application made by such licensee for license hereunder stating the intention of the City to revoke said license, and informing said licensee that he may have a public hearing before said City Council upon such question if he makes demand for such hearing within three days after the mailing of such notice; provided however, that if said City Council deems that the public interests require it, the right of any licensee hereunder may be suspended without previous notice, such suspension to remain in effect until hearing, or waiver of hearing by failure to ask for same, upon the question of revocation of such license.

#### **19.0918: DETERMINATION OF ENGAGING IN TAXICAB BUSINESS**

Any person shall be deemed to have engaged in the taxicab business if he or she keeps or maintains any vehicle for carrying passengers, not traveling any definite or prescribed route, operated by a driver, and holds themselves out for the immediate carrying or accepting passengers for transportation in a vehicle in exchange for money or any other thing of value. The following are deemed not to be taxicabs and are, therefore, not regulated by this chapter: personal vehicles operated by a TNC driver as defined in Chapter 19.10, passenger service vehicles operated by notfor-profit or government entities, ambulances, funeral cars, and vehicles operated in conjunction with a non-taxicab business (e.g. a motorbus operated solely for customers of a bar or hotel).