



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**BICYCLE CAB COMPANY**  
**APPLICATION INSTRUCTIONS**

Please include all items on the checklist below. Incomplete applications will delay the review process. Contact 874-8557 with questions.

**BICYCLE CAB COMPANY LICENSE CHECKLIST**

- Answer all questions on the application.
- Provide a current insurance certificate showing the City of Portland listed as an additional insured. Please follow the Insurance minimums set by the State of Maine.
- Provide a detailed description of the bicycle, including a photograph of bicycle.
- Provide a map of the set route in which the Bicycle Cabs will follow.
- Bicycle inspection report\*
- Payment of \$150 (New) or \$140 (Renewal) for 1 bicycle. Add \$10 for each additional bicycle.
- \$21 each administrative person not applying for a bicycle driver's license (e.g. owner/manager).

**BICYCLE CAB DRIVER LICENSE CHECKLIST**

- Answer all the questions on the application.
- Provide **two** 2"x2" full face color photos meeting the requirements listed on the application. No hats or sunglasses.
- Payment of \$87 (New) or \$77 (Renewal).

**\*Bicycle Inspections**-Please contact 207-756-8365 to set up an appointment.

**Applications may be mailed or delivered to:**  
**Business Licensing**  
**389 Congress Street Room, Rm 307**  
**Portland, ME 04101**

We accept cash, checks, and money orders payable to the City of Portland. We also accept credit cards. Outstanding debts must be paid prior to a license being issued.



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**Bicycle Cab Driver**  
**License Application**

**License expires on April 30th**

New Application Fee: \$45.00    Renewal Application Fee: \$35.00    License Fee: \$21.00    Background Check: \$21.00

<b>Applicant Information</b>					
Applicant Name:				Phone:	
Aliases:					
Driver's License #		Gender:	M / F	Date of Birth:	
Home Address:					Zip:
Mailing Address:					Zip:
Name of Bicycle Company:					
Email Address:					

**2. Have you lived in another state during the last ten (10) years? Yes / No**

If yes, please write the state(s) and how long ago: \_\_\_\_\_

**3. Have you ever been **charged with or convicted** of the following traffic violation during the past ten (10) years: reckless driving, driving to endanger, OUI or attempted OUI? Yes / No If yes, list below:**

Year	Offense	Place	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

**4. Have you ever been **charged with or convicted** of any offense other than a traffic violation? Yes / No If yes, list below:**

Year	Offense	Place	Disposition
_____	_____	_____	_____
_____	_____	_____	_____



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5. Will the award of this license benefit any City employee? Yes / No

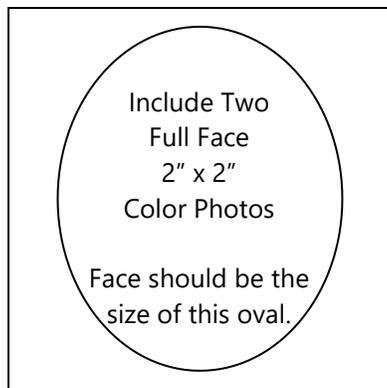
If yes, please list the name(s) and department(s) \_\_\_\_\_

**CERTIFICATION OF INFORMATION  
Please read carefully before signing.**

*I certify that the information given in this application is true and understand that any misstatement of material fact may result in the refusal of a license or its revocation, if one has been granted. I understand, and agree to abide by, my obligation to notify the Business License Specialist within fourteen (14) calendar days of any change in the above information, including my contact information or if my license is suspended or revoked.*

*I further certify that I have read and understand the City of Portland's Vehicles for Hire Ordinance and agree to abide by that ordinance and all other applicable laws, orders, ordinances, rules and regulations.*

**I hereby authorize the release of any State of Maine criminal history, driving, motor vehicle, or other record information pertaining to me to the City of Portland, and authorize the City of Portland to procure such information. I agree to provide to the City of Portland any criminal history, driving, motor vehicle, or other record information from other jurisdictions where I have lived for the previous (10) years. I hereby waive any rights to privacy with respect to such information.**



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Outstanding debts due to the City must be paid prior to issuing this license.  
Application fees are non-refundable.**

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**For Administrative Use Only**

Amount: \_\_\_\_\_

Date Paid: \_\_\_\_\_