

## Are you considering operating a Vehicle for Hire in the City of Pomona?

Some important steps to take in order to process your business license:

- The owner of the business must complete a Business License Application in order to operate a vehicle for hire in the City of Pomona.
- Complete and sign the Statement of Understanding Form

Required backup documentation:

- One copy of their current business license, if business location is not in the City of Pomona
- One copy of the company's current liability insurance
- A current list of all vehicles and drivers operating in the City of Pomona

If the business is located in the City of Pomona you will need to:

- Complete the Zoning Clearance Form and contact the Planning Department to confirm that the location is zoned for this type of establishment.
- Complete the Los Angeles County Fire Department Questionnaire and get approval, if applicable.

The business license must be renewed annually.

- Each operator must submit the original and copy of the Driver and Operator's Permit Application to the Business License Division with payment for application processing.

Required backup documentation:

- 2 – 2x2 color passport photos
- 2 – copies of the front and back of current CA Driver's License
- 1 original and 1 copy of a current DMV printout
- A copy of the schedule of rates that will be posted in the vehicle
- Operator Applicant Acknowledgement
- Signed refund policy and Notice of Intent to Hire
- The operator must complete a Livescan Background and Fingerprinting Application The original is submitted with payment to the City of Pomona Police Department
- Once the Business License Division has approved the application and received the Livescan results, the operator permit can be issued.
- This Livescan and permit application process will have to be completed every two years for permit renewal.

- The Vehicle Permit Application must also be submitted for each vehicle.

Required backup documentation:

- Color photo of all 4 sides of the vehicle
- Proof of insurance
- Copy of the current vehicle registration

## Vehicle for Hire Required Permits and Business License

- Completed and Approved inspection sheet
  - Proof of automobile insurance
  - One copy of the mechanics certification that signed the inspection sheet
  - The vehicle permit application must be completed annually for permit renewal.
- The vehicle permit is charged at a quarterly rate.