Taxicab Business License Application/Renewal Process

Step 1

 Applicant picks up taxicab business license application packet from the Business Navigator at Hartsville City Hall (100 E. Carolina Ave, use 5th Street entrance)

Step 2

- Applicant returns completed packet to Business Navigator staff
- •NOTE: Business license applications for cab companies to be kept separate from other business license applications with each company having on file an up-to-date list of all cars in operation and other requisite paperwork

Step 3

 Applicant receives notification call within 5 business days of completed application submission

Taxicab Driver Permit Application/Renewal Process

Step 1

• Applicant picks up business taxicab driver permit application packet from the Business Navigator at Hartsville City Hall (100 E. Carolina Ave, use 5th Street entrance)

Step 2

• Applicant submits completed packet to Business Navigator staff and takes picture for permit and pays the \$5 nonrefundable application fee

Step 3

- Finance representative reviews application and completes recommendation checklist
- •Shannon conducts final review and determines if the permit will be granted

Step 4

 Applicant receives notification call within 5 business days of completed application submission