



CITY OF CARROLLTON

NEW TAXI CAB DRIVER OCCUPATIONAL TAX CERTIFICATE APPLICATION

Pursuant to Carrollton Code of Ordinances Chapter 98

CHECKLIST & PROCEDURES

Business Name: _____

Owner Name: _____ Phone: _____

<u>Date Stamped (Rec'd)</u>

<u>License Number</u>

<u>City Stamp/Paid</u>

All forms must be filled out completely, including mailing address, business address and all available phone/fax/email information. Gross receipts are utilized to calculate the annual taxes due to the City. Initially, gross receipts can be estimated. For renewals, gross receipts must be substantiated by a copy of the prior year's business tax return.

All Taxi Cab Companies must have the business address within the city limits of Carrollton.

Purchase of existing business: If you have purchased an existing business, the prior business owner must close out their business and pay all associated taxes in full prior to the issuance of the new owner's Occupational Tax Certificate. No exceptions!

The Following must be checked off and included with the completed, signed application:

- Completed Application
- Completed Business Contacts Listing
- Copy of each owner's drivers license, SS or Green Card
- Copy of signed lease, buyer's agreement or closing statement for business location
- Notarized – Affidavit Verifying Status for each Owner of the business
- Notarized – Private Employer Affidavit
- FEIN (1-800-829-4933)
- Copy of Schedule Rates that will be displayed in each vehicle per Section 98-82
- Payment (check, credit card, cash)

Copies of the following must be checked off and provided for the certificate to be issued:

- Copy of Drivers History for **each** Driver (available at the DMV for a fee)
- Picture of the business vehicle(s) with the identification criteria in Section 98-53 of the Code of Ordinances
- Copy of the Insurance Certificates for each vehicle
- Incorporation Letter (required for corporations, closed corporations, or LLC's)
- Copy of Initial Inspection Report by Traffic Officer

For additional information concerning Occupational Taxes
Please feel free to contact **Tina Laney**, Occupation Tax Coordinator
Phone: 770-830-2000 Email: tlaney@carrollton-ga.gov

OCCUPATIONAL TAX RETURN

City of Carrollton, Occupational Tax Dept.
315 Bradley Street
Carrollton, GA 30117

New Business Start Date: _____

Business Name: _____

DBA: _____

Business Location, Street Address and Zip (P.O. BOX'S ARE NOT ALLOWED)

Federal Tax ID #: _____ Email: _____

Business Phone Number: _____ Fax Number: _____

Estimated Gross Receipts or Flat Rate: _____

****In addition there is a \$15 Administrative Fee**

Business Type: Partnership Sole Owner
Corporation: GA LLC OTHER

Corporate Name and Address, City, State, Zip Code: _____

****Required for each owner - If more than two owners, see page 4**

Copy of Drivers License, Social Security Card or Green Card

Affidavit verifying Status

Owner Name: _____ Email: _____

Home Address: _____ Phone: _____

Owner Name: _____ Email: _____

Home Address: _____ Phone: _____

Is Business carried on at locations other than the one listed above? Yes No * If yes, list all locations

ORDINANCE AGREEMENT

I, (NAME) _____ BEARING THE TITLE OF _____ OF THE BUSINESS FIRM NAMED, DO HERBY REGISTER TO OPERATE SAID BUSINESS WITH DOMINANT BUSINESS ACTIVITY OF (EXPLAIN TYPE OF BUSINESS) _____

IN ACCORDANCE WITH THE BUSINESS ORDINANCE, CITY OF CARROLLTON, GEORGIA, I, THE UNDERSIGNED, CERTIFY THAT I AM THE PERSON DULY AUTHORIZED BY THE BUSINESS HEREIN NAMED TO FILE THIS RETURN, INCLUDING THE ACCOMPANYING SCHEDULES AND STATEMENTS, AND THAT THE SAME ARE TRUE.

OWNER'S SIGNATURE _____ DATE _____

BUSINESS LOCATION PROFILE

NEW BUSINESS

NEW LOCATION

NEW OWNER

Is this business occupying a: New Building Existing Building

Prior business activity at this location (if applicable) : _____

Square footage of building or office space _____

Will construction or renovation be required? Yes No If yes, please describe _____

Do you own lease this building/space?

Owners Name: _____ Phone: _____

Address: _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

<u>PLANNING & ZONING</u>	<u>BUILDING INSPECTOR</u>	<u>FIRE MARSHALL</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Zone _____ Date _____ Reviewed By: _____	Date _____ Reviewed By: _____	Date _____ Occupancy _____ Reviewed By: _____

BUSINESS CONTACTS LISTING

COROPORATOIN / LIMITED LIABILITY COMPANY (IF APPLICABLE)

Corporation / LLC Name _____

Address _____

Phone _____ President CEO _____

President's Home Address _____

President's Phone _____ President's Email _____

Date of Incorporation/LLC _____ State of Incorporation/LLC _____

PARTNERSHIP (IF APPLICABLE)

Partner's Name _____ Partner's Phone _____

Partner's Address _____

Partner's Email _____

Partner's Name _____ Partner's Phone _____

Partner's Address _____

Partner's Email _____

ADDITIONAL OWNERS OR CONTACTS

Owner Name: _____ Email: _____

Home Address: _____ Phone: _____

Owner Name: _____ Email: _____

Home Address: _____ Phone: _____

CODE OF ORDINANCES

CHAPTER 98

VEHICLES FOR HIRE

ARTICLE III. - TAXICABS

DIVISION 1. - GENERALLY

Sec. 98-51. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means an individual registering a business authorized herein.

Application means a form supplied by the city for the purpose of registering a business authorized herein.

Business means the business of operating or owning a taxicab business.

Certificate means a certificate issued or approved by the city authorizing the holder thereof to conduct a taxicab business within the city.

City means City of Carrollton, Georgia.

Closely held corporation means a corporation not traded or listed on any stock exchange and which has fewer than 25 shareholders.

Driver, operator means any person in charge of or driving or operating a taxicab, as defined herein, whether as owner, agent, employee or otherwise.

Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form IRS W-2 but not a form IRS 1099.

Individual means a natural person.

Interest in a business means an interest held by an owner or co-owner of a registered business; by a partner of a general or limited partnership which owns or co-owns a registered business; a stockholder of five percent or more shares in any closely held corporation which owns or co-owns a registered business; or anyone sharing in the income or corpus of any trust or estate having such an interest; or a person having subscriptions, options, and/or warranty for purchase of five percent or more of a closely held corporation's stock or 50 percent or more of any corporation's stock.

Memorandum certificate means the card issued to a taxicab owner to display within the taxicab indicating that such taxicab has been issued a certificate.

Owner means a person having an interest in a business, including a stockholder, and to whom a certificate for operating a taxicab has been or is to be issued.

Person means any individual, firm, partnership, cooperative, nonprofit membership corporation, joint venture, association, company, corporation, agency, syndicate, estate, trust, business, trust, receiver, fiduciary or other group or combination acting as a unit, body politic or political subdivision, whether public, private, or quasi-public, or any entity.

Taxicab means any motor vehicle operating upon any street on call or demand, accepting or soliciting passengers indiscriminately for hire between such points along such streets as may be directed by the passengers being so transported.

Traffic officer means the chief of police or the officer the chief has designated to hold responsibilities as set forth in this article.

Sec. 98-52. - Compliance with laws, due regard for safety required.

All taxicabs operating within the city shall comply with all laws of the United States of America, the state and the city regulating the speed, the operation of motor vehicles and the requirements for safety equipment and devices. All passengers, whether adult, children or infants shall use the required passenger restraint devices including child restraints as necessary. Drivers shall show due regard for the safety, comfort and convenience of passengers, for the safe and careful transportation of property and for the safety of the general public.

Sec. 98-53. - Identification of vehicles as taxicabs.

(a) *Information required.* All motor vehicles operated as taxicabs in the city shall be marked on the outside with the following information with respect thereto:

- (1) The name of the owner of the taxicab.
- (2) The word "taxicab" or "taxi."
- (3) If a fleet of more than one taxicab is operated by one company or owner, a number shall be assigned to each vehicle and prominently displayed.
- (4) Any other information which may be deemed necessary to identify such vehicle as required by the traffic officer.

(b) *Affixing information.* The above markings or identification shall be prominently displayed on both sides of the vehicles operated as taxicabs in letters of not less than three inches in height and must be printed so that the identification may be easily read at a distance of at least 50 feet. Such information may be displayed on vehicle with paint, by stencil, by decals or with magnetic signs.

Sec. 98-54. - Riding on exterior of vehicle.

No person shall be permitted to ride on the fender, hood, roof or any other exterior portion of a taxicab.

Sec. 98-55. - Refusal to pay fare.

Any person using a taxicab in the city without paying the amount of fare or charges requested by the taxicab driver, within the limits prescribed in this article, shall be guilty of violation of this article.

Secs. 98-56—98-70. - Reserved.

DIVISION 2. - OPERATION OF BUSINESS

Sec. 98-71. - Certificate required.

No person shall operate or permit a taxicab or any other automobile owned or controlled by him to be operated as a taxicab in the city without having first obtained a certificate from the city manager or his designee authorizing such operation.

Sec. 98-72. - Certificate—Application.

All persons applying for a certificate provided for in [section 98-71](#) shall do so in writing to the traffic officer on the form provided by him. Such applicant shall furnish all information required by such form in complete detail and shall certify under oath to the correctness of the information.

Sec. 98-73. - Same—Action upon application.

The traffic officer shall investigate the application provided for in [section 98-72](#) and shall make a recommendation to the city manager or his designee on whether such applicant should be granted a certificate.

Sec. 98-74. - Same—Issuance.

After receiving approval of the application provided for in [section 98-73](#) from the city manager or his designee, the certificate shall be issued by the city clerk upon payment of the required license fee. The clerk shall also issue to the applicant a memorandum certificate for each taxicab authorized by the city council.

Sec. 98-75. - Same—Expiration, reinstatement.

All certificates shall expire on December 31 of each year, including the year of issue, but may be reinstated by the city clerk for the following year, provided that there has been no revocation thereof and further provided that all license fees required to be paid have been paid and all other provisions of this article have been complied with.

Sec. 98-76. - Registration of vehicles—Required.

(a) *Duty of operator.* Prior to placing a taxicab in service, any operator shall register that vehicle with the traffic officer, providing a complete and true description of such vehicle to include the serial number, make, model and color.

(b) *Duty of traffic officer.* The traffic officer shall maintain a file on each operator, including the description of each vehicle registered as required by this section, and he may issue identification numbers for each registered vehicle. The officer may make inspections at any time to assure that the taxicabs in operation are registered and in full compliance with this article.

Sec. 98-77. - Same—Identification numbers to be affixed to vehicle.

Should the traffic officer issue identification numbers, these numbers shall be affixed by decal or similar means in the rear window of the vehicle on the driver's side.

Sec. 98-78. - Insurance of vehicle; required.

Every person operating a taxicab in the city or the owner of any such taxicab shall provide the traffic officer with a copy of the insurance certificate showing that such vehicle is properly insured in accordance with the laws of the state, and such insurance company shall be properly licensed to do business in the state and the city.

Sec. 98-79. - Cancellation of insurance, notice required.

The city shall be given a minimum of ten days' written notice of cancellation of vehicular insurance covering the operation of taxicabs.

Sec. 98-80. - Suspension of unsafe vehicle from service.

The traffic officer or the city manager or his designee may suspend from operation any taxicab found to be unsafe, and any vehicle so suspended shall not be permitted to again operate until repaired and put in proper condition for use. Prior to returning to service, such taxicab shall be inspected and approved by the traffic officer.

Sec. 98-81. - Sale, trade, exchange of vehicle.

(a) *Notice required.* If any owner or operator of a taxicab in the city shall sell, trade or exchange any taxicab being operated in the city and substitute another car therefor, it shall be the duty of the seller to notify the traffic officer within 24 hours of the sale, trade or exchange of the vehicle, and such owner or operator shall provide the officer with the identification number of such vehicle under which the vehicle is identified on the insurance policy on file.

(b) *Transfer of insurance required.* It shall be the duty of such owner or operator of the car substituted to furnish the traffic officer written endorsement of the insurance company issuing the vehicular insurance policy showing that the additional vehicle is properly insured under the terms of the policy.

Sec. 98-82. - Rates and charges—Contents of schedule, posting required.

Each taxicab operator licensed in the city shall post, at a conspicuous place in his taxicabs, a schedule of rates, such schedule clearly showing distances and prices therefor. Each such operator shall furnish a similar copy of such rates so posted in his taxicabs to the traffic officer.

Sec. 98-83. - Same—Violations.

It shall be unlawful for any taxicab owner or operator to fail to post or publish the rates as required in [section 98-82](#) and, by himself or through his drivers, to charge rates in excess of those published. If the rates are not posted and/or there is an excessive charge, the city manager or his designee may call for a hearing in which the owner or operator is allowed to appear and be heard and present evidence on the matter. If it is determined that this section or [section 98-82](#) has been violated, the city manager or his designee may revoke or suspend such owner's or operator's license.

Sec. 98-84. - Maintenance of taxicabs, records by owners.

Every owner of a taxicab or taxicab company shall comply with the following regulations:

- (1) *Condition of taxicab.* All taxicabs shall be maintained in a clean and safe condition at all times.
- (2) *Record of calls.* He shall keep a record of all telephone calls for taxicab service for a minimum of 30 days for use, if needed, by the police department.
- (3) *List of drivers.* He shall keep and maintain a list of all current drivers and operators.

Sec. 98-85. - Place of business required.

No taxicab shall operate in the city unless the owner thereof shall maintain a place of business from a building located within the corporate limits of the city.

Secs. 98-86—98-110. - Reserved.