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| PPD_Badge_transp.png | Community Development Department **INSTRUCTIONS FOR TAXI DRIVER PERMIT APPLICANTS**  NEW APPLICANTS |

Please review this notice and follow the instructions in order for your application to be processed. Failure to follow the instructions will delay your request for a permit. Taxi driver permits are valid for one year.

*Applications will be accepted at City Hall, 11 English Street, during regular business hours:*

**Monday - Thursday**

**9 am – 4:00 pm**

**What you need to do:**

1. Pay the $32 fingerprint fee at the Finance Department at City Hall (East Wing).
2. Bring the Request for LiveScan Service form to a LiveScan location, pay their service fee, and be fingerprinted.
3. Go to ADTS, pay their service fee, and be drug tested.
4. Within 30 days of your fingerprinting and drug screening, bring the following to the Code Enforcement Officer located at City Hall (West Wing).

* The completed Community Development Department Taxi Driver Permit Application
* Your driver license
* Your resident alien card, if you’re not a U.S. citizen
* The pink copy of the completed Request for LiveScan Service form
* The results of your drug screening

1. Pay the $113 application processing fee at the Finance Department at City Hall (East Wing).

*Please note:*

* The Community Development Department shall not issue a taxi driver permit to anyone under the age of twenty-one years.
* Completed applications must be returned to the Community Development Department within 30 days of being fingerprinted and drug tested. If more than 30 days has passed, the applicant will have to pay the fees again and repeat the tests.

**The Code Enforcement Officer will contact you at the number you provide when your application has been processed. Please email** [**codeenforcment@cityofpetaluma.org**](mailto:codeenforcment@cityofpetaluma.org) **or call (707)-778-4445 for any further questions.**