

# TAXI CAB LICENSE REQUIREMENT CHECK LIST



Taxes & Licenses  
808 W. Spokane Falls Blvd  
Spokane, WA 99201-3336  
(509)625-6070

## REQUIREMENTS:

### Color Scheme

- Color schemes are to be approved by Taxes & Licenses
- No two companies may have the same color scheme, even if *lettering* color is different
- All vehicles associated with a taxi company must have same color scheme
- Color scheme must be permanently affixed to the vehicle
  - \* If a stripe is a component of the color scheme
    - Must run the full length of the vehicle
    - Must be 3 inches or more in height
    - Stripe shall not be the sole difference between color schemes
  - \* Logo
    - Must contrast with base color of vehicle
    - Logo shall not be the sole difference between color schemes
  - \* Taxi Cab Number
    - Must be in non-removable figures
    - At least 2 inches high
    - Contrast with base color of vehicle
    - Must be placed on both rear quarter panels & right rear of vehicle
    - Must have number on inside of passenger compartment clearly visible to customer
  - \* Name of business or company
    - Must be plainly printed in letters at least 2½ inches high
    - Must be on both sides of the vehicle
    - Must be permanently affixed to vehicle
  - \* Top Light—Must have a top light that clearly indicates when the taxi is in service, with an on/off switch that can be controlled by the operator.

### City Business License

- Must have ***both*** a WA State Business License and a Spokane registration  
Taxes & Licenses staff will verify both are current.
- If you do not have a current business registration, you can apply online ([www.bls.dor.wa.gov](http://www.bls.dor.wa.gov)), or by mail. Mail-in applications are available in our office, or online at the same website (forms/[top right]/Business License Application/City Business Addendum)

### Emissions Test

- 5 years or newer is not needed
- 6-10 years--every other year as Washington State requires for license renewal. Provide copy.
- Older than 10 years--provide copy of biannual inspection, which cannot be older than 30 days.
- Must be done before Safety Inspection
- Must pass Emissions Test or will *not* pass Safety Inspection

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### **Safety Inspection**-- Inspection date cannot be older than 30 days

- Take passed Emissions Test results to Safety Inspection  
Can be inspected at any ASE certified mechanic / must submit copy of certificate.

### **Required Paperwork -- for new vehicle applications and renewal**

- Safety Inspection results (Inspection date cannot be older than 30 days.)
- Meter Inspection results (Inspection date cannot be older than 30 days.)
  - \* WA Dept. of Agriculture Weights & Measures
  - \* 360-902-1857, or Inspector (Scott) 509-346-5560
  - \* [wtmeasures@agr.wa.gov](mailto:wtmeasures@agr.wa.gov)
- Spokane Business Registration
- DOL For-Hire Vehicle Certificate
- DOL Vehicle Registration
- Schedule of Rates
- Company Dress Code
- Insurance Binder
  - \* City of Spokane must show as additionally insured
  - \* Must be insured for \$100,000 or more
  - \* Insurance liability limits will be increased to match State requirements as needed
- Color photos of Cab:
  - \* 3 photos—both sides & back of taxi cab
  - \* Numbers showing on right rear quarter panels and right rear of vehicle
- Completed Taxi Cab Application
- FCC License if using radio/dispatch

### **REGISTRATION FEE:**

- Payment of \$100 must be made at the time of application
- Can pay by cash, check, money order, debit, or credit card

### **MID-YEAR SAFETY INSPECTION:**

- Bi-annual inspection required for vehicles
  - \* Older than 10 years
- OR** \* Has more than 300,000 miles on odometer
- If your vehicle requires a mid-year inspection:
  - \* Have taxi inspected
  - \* Deliver inspection results to Taxes & Licenses by April 30 of the year following the start of the licensing period.
  - \* **No** fee required

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As of 10/18/2016

REQUIREMENT	APPROXIMATE COST	COST SET BY
Taxi Cab	\$100	Spokane Municipal Code
Vehicle Inspection Fee	\$100	ASE Certified Mechanic with City and/or State business registration
Taxi Meter	\$25	State of Washington
For-Hire Vehicle Certificate	\$55	State of Washington
Must have proof of Insurance		State of WA requires additional insurance (Must show minimum combined single limit coverage of \$325,000 or split coverage of \$300,000/\$100,000/\$25,000.)
Car Insurance	\$3000	Per year per car by Insurance Co. (limited liability only on taxis)

**TAXI CAB LICENSE  
APPLICATION**



Taxes & Licenses  
808 W. Spokane Falls Blvd  
Spokane, WA 99201-3336  
(509)625-6070

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Date: \_\_\_\_\_ Cab #: \_\_\_\_\_

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Applicant Information: (\$100 fee; pro-rated for partial year)

Taxi Company: \_\_\_\_\_

Owner Name: \_\_\_\_\_ UBI # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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Vehicle Info:

License Plate #: \_\_\_\_\_ VIN #: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Cab #: \_\_\_\_\_

Primary Color: \_\_\_\_\_ Secondary Color: \_\_\_\_\_

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I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. And the applicant agrees to comply with the provisions of the Spokane Municipal Code 10.34 and all the laws and regulations thereto.

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

Print Name: \_\_\_\_\_

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To be completed by Taxes & Licenses staff:

Taxi Cab License #: \_\_\_\_\_ Decal #: \_\_\_\_\_

Licensing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR-HIRE VEHICLE INSPECTION REPORT (RCW 46.72.160)**  
**Spokane Municipal Code (SMC) 10.34.060 B4 & C, and 10.34.080**

	RE-INSP	PASS	FAIL	REASON
Verify VIN against record in system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 7
Rate Schedules Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Current Emission Test Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 8

1. LIGHTING & SIGNAL SYSTEM	RE-INSP	PASS	FAIL	REASON
A. Headlamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
B. Hazard Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
C. Stop Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
D. Tail Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
E. Turn Signal Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
F. License Plate Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
G. Clearance / Marker Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47
H. Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 47
I. Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 58
J. Back-up Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 46-47

2. ELECTRICAL SYSTEM	RE-INSP	PASS	FAIL	REASON
A. Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 58
B. Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 58
C. Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 58

3. GLAZING & VISIBILITY	RE-INSP	PASS	FAIL	REASON
A. Windshield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 59-61
B. Side & Rear Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 59-61
C. Rear View Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 62
D. Defroster / Defogger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 62-63
E. Wiper & Washer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 62-63

4. BODY COMPONENTS	RE-INSP	PASS	FAIL	REASON
A. Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 67
B. Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 68
C. Seat(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 64
D. Front Hood Latch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 67
E. Safety Belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 65-66
F. Bumper(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 67
G. Fenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 68

## 5. BRAKE SYSTEM

### A. Component Brake Inspection with removal of Wheel(s) & Drum(s)

	RE-INSP	PASS	FAIL	REASON
1. Wheel Bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 28
2. Caliper/Wheel Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 16
3. Drums/Rotors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 16-17
4. Lining/Disc Pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 18-19
5. Hoses, Lines, & Fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 16
6. Mechanical Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 18

### B. Component Inspection

1. Hoses, Lines, & Fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 16
2. Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 15
3. Pedal Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 15
4. Brake Warning Light(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 23
5. Power Booster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 19-21
6. Parking Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 22
7. Mechanical Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ P. 18

## 6. WHEEL SYSTEM

	RE-INSP	PASS	FAIL	REASON
A. Tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ P. 24-26
B. Wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 27

## 7. SUSPENSIONS & STEERING SYSTEM

	RE-INSP	PASS	FAIL	REASON
A. Ball Joints/King Pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 34-35
B. Manual &/or Power Assist Mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 30
C. Linkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 29
D. Stabilizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 29
E. Steering Wheel/Column	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p.29
F. Wheel Alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 30-31
G. Shocks/Struts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 32
H. Springs/Torsion Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 32

## 8. FUEL SYSTEM

	RE-INSP	PASS	FAIL	REASON
A. Tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 69
B. Lines & Fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 69
C. Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 69
D. Linkage & Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ p. 69

## 9. EXHAUST SYSTEM

	RE-INP	PASS	FAIL	REASON
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ P. 69-70

Taxi Company Name: \_\_\_\_\_

Cab Number: \_\_\_\_\_

Mileage: \_\_\_\_\_

**INSPECTION RESULTS**

**PASS**

**FAIL**

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

Initials: \_\_\_\_\_

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

**RE-INSPECTION RESULTS**

**PASS**

**FAIL**

Failed Items Not Corrected: \_\_\_\_\_

\_\_\_\_\_

Initials: \_\_\_\_\_

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

***I hereby certify this vehicle Approved/Disapproved for Issuance of a City For-Hire license as per SMC 10.34.080***

By: \_\_\_\_\_  
ASE Certified Mechanic

ASE #: \_\_\_\_\_  
ASE Certification

PLEASE INCLUDE COPY OF CURRENT ASE CERTIFICATE

Garage/Inspection Facility: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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\* For more information on inspection criteria, refer to the page number listed in the Passenger Vehicle and Light Truck Inspection Handbook --- <http://books.sae.org/b-837/>

Title 10 Regulation of Activities  
Division II. License Code  
Chapter 10.34 For-hire Vehicles  
Section 10.34.030 Vehicle License – Application

In addition to the requirements of SMC 4.04.030, an applicant for a for-hire vehicle license must submit:  
Proof of ownership or lessee's interest in the vehicle;

The name and address of the owner of the vehicle; a business address and daytime phone number that must be located within the county of Spokane;

The make, model, year of manufacture, color, motor or vehicle identification number, state motor vehicle license number and state permit number of the vehicle;

An insurance binder, naming the City as an additional insured, providing coverage for the term of the license applied for, in the minimum amounts of:

1. One hundred thousand dollars for any recovery for death or personal injury by one person,
2. Three hundred thousand for aggregate personal injuries or deaths in any one occurrence, and
3. Twenty-five thousand dollars for damage to property.

The insurance liability limits herein shall be subject to automatic increase if the minimum coverage required by state law is increased for state for-hire vehicle permits, pursuant to chapter 46.72 RCW. Such policy shall provide minimum thirty days' written notice to the City of the cancellation of the policy or change in the liability limits;

- B. A biannual emissions test certificate conducted by the department of ecology is required for vehicles five years of age or older and is to be presented to an ASE certified mechanic at the time of inspection for initial or renewal for-hire vehicle licensing, a copy of which shall be forwarded to and kept on file with City taxes and licenses division. The mechanic may require a new emissions inspection based on their vehicle inspection;
- C. The schedule or schedules of rates and charges in the form required by SMC 10.34.070;
- D. Inspection certificates issued by the:
1. ASE certified mechanic for vehicle inspection,
  2. Washington state department of agriculture for taximeter inspection, and
  3. The emissions certificate issued by the department of ecology.

The inspection certificates herein shall be required for both the initial issuance of a vehicle license and for the renewal of a vehicle license. The inspection certificates for vehicles and taximeters must indicate a date of issuance by the respective departments of not more than thirty days preceding the date of application for a license or the renewal of a license;

- E. Proof of a current City business license;
- F. Documentation or copy of FCC license and frequency used by dispatch service; if applicable
- G. Vehicle inspections by an ASE certified mechanic and the Washington state department of agriculture are to be scheduled by appointment in accordance with each department's operating policies;
- H. Any changes in the above must be reported in writing to the licensing officer within fifteen days;
- I. Licensee will establish a written dress code that will be adhered to by for-hire vehicle operators.
1. A copy of this dress code will kept on file with the for-hire vehicle application in police records.
  2. Minimum standards as listed in SMC 10.34.180(U).



Section 10.34.180, #23.

1. For-hire vehicle operators must comply with for-hire company dress code. At a minimum:
  - a. no open-toed shoes,
  - b. no cutoff pants,
  - c. socks must be worn with shoes,
  - d. all clothing must be clean,
  - e. must maintain good grooming and hygiene standards,
  - f. no tank tops.

Spokane Municipal Code:

Chapter 10.34 For-hire Vehicles

Section 10.34.060 Equipment Requirements (Taxi)

B. 4. The schedule or schedules of rates of fare conspicuously on the exterior of the vehicle and on a notice typewritten upon a contrasting background in at least twenty-four-point type posted in the passenger compartment. Where more than one rate is charged, both the interior and exterior notices must clearly specify when and/or under what conditions the respective rates will apply and must be clearly visible at all times.

C. The licensee must ensure that every vehicle in operation complies with emission standards, safety, and cleanliness regulations promulgated/.

Section 10.34.080 Vehicle Inspections

Safety inspections shall be made of all for-hire vehicles as required by the provisions of chapter 4.04 SMC and chapter 10.34 SMC. Should a member of the public make complaint to the licensing officer regarding the cleanliness, equipment, or operating condition of a vehicle:

- A. the licensing officer, or the officer's designee or a police officer, may, upon evaluation of the complaint, direct the licensee to present such vehicle to an ASE certified mechanic for inspection;
- B. the licensing officer, or the officer's designee or a police officer, shall provide the licensee seventy-two hours to correct any concerns with the vehicle, order such vehicle to proceed immediately to an ASE certified mechanic for inspection or issue a written notice to the licensee to present the vehicle for inspection within five working days. No fee shall be charged to the for-hire owner/driver for the inspection in response to a complaint by a member of the public;
- C. the ASE certified mechanic reports violations to the licensing officer for enforcement as provided in chapter 4.04 SMC;
- D. for-hire vehicle inspections may be conducted by an ASE certified mechanic with a city and/or state business registration who is not affiliated with a taxi company. The ASE certified mechanic shall issue a certificate of safety for the for-hire vehicle that passed the safety inspection on a form provided by City, which includes the ASE certified mechanic's certification number;
- E. the for-hire vehicle is subject to a minimum of two inspections at six month intervals during a calendar year if the vehicle has over three hundred thousand miles;
- F. a vehicle over ten years old shall have two vehicle inspections at six month intervals during a year and
- G. vehicle inspections shall be done annually starting from the initial inspection date.