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PEDICAB BUSINESS (130)

License Application Checklist

DCA Licensing Center
42 Broadway, 5th Floor
New York, NY 10004

For more information, call 311.

You must have a Pedicab Business license if you are a pedicab owner (you own, lease, or otherwise control a pedicab or pedicabs) and operate or authorize the operation of one or more pedicabs for hire within the City of New York. In addition, you must also obtain a Pedicab Driver license if you drive or propel a pedicab vehicle for hire within the City of New York (see Pedicab Driver License application).

Note: This description is only a general explanation of who needs to have a Pedicab Business license. For a copy of the actual law regarding this license category, call 311 or come in person to the DCA Licensing Center in Manhattan at the address above.

Below are the requirements for a Pedicab Business license. All required documents must be submitted when filing your application. **Applications must be filed in person at the DCA Licensing Center, 42 Broadway, 5th floor, between 9:00 a.m. and 5:00 p.m. on Monday, Tuesday, Thursday and Friday, and on Wednesday from 9:00 a.m. to 5:30 p.m.** To speed processing, please submit documents in the order listed below. ***For your information, [FAQs on this process are available.](#)***

[PHASE 1 – Pedicab Applicant Registration Pool Requirements](#)

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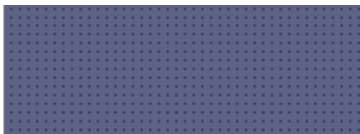
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- **Basic Premises Application** ([download](#)).

***ATTENTION NEW LICENSE APPLICANT:** Learn how to fill out DCA's [new online application form](#).

- **Photo ID.** For each proprietor, partner, director, corporate officer, **and each** stockholder owning 10% or more of company stock, you must provide **one** of the following:
 - a driver's license or a non-driver's ID issued by a State Department of Motor Vehicles
 - a passport
 - an alien registration card/green card
 - a license or permit issued by a government agency
 - if applicant is a city, state or federal employee, an employee identification card

Note: If someone other than the person to be licensed will file this application, that person must submit an **original notarized Affidavit Granting Authority to Act** ([download](#)) together with one of the above acceptable forms of ID.

- **Proof of current home address.** For **each** proprietor, partner, director, corporate officer, **and each** stockholder owning 10% or more of company stock, you must provide the original and a copy of at least **two** of the following items:
 - utility bill, dated within the last 90 days (telephone, gas, electric, cable, or water);
 - current lease or deed;
 - current rent or mortgage bill;
 - driver's license

Note: If you live at another person's address, you must submit: 1) a **signed notarized letter** from this person stating that you live with him or her **AND** 2) proof of address of that person (as outlined above) containing that person's full name and address.

- **Affidavit for Pedicab Business Pool and Group Request** ([download](#)): indicating business relationships, number of cabs requested, and selection of Group for allocation of pedicab registration plates. **Note:** You must select **ONE** of



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(required to view PDFs)

the categories for distribution of the pedicab registration plates based on the criteria listed in the Affidavit. If you select Group A, you must complete the additional **Affidavit of Engagement in Pedicab Business As Operator or Sole Proprietor** and you will be eligible to be issued only one pedicab.

Applicants qualify for inclusion in Groups B, C, and D based on proof of the number of pedicabs insured for the most recent policy period ending before April 23, 2007.

IF YOU ARE APPLYING AS A NEW BUSINESS (i.e., you were **not** engaged in the pedicab business prior to April 23, 2007), no additional documentation is required in this phase of the application process.

IF YOU ARE APPLYING AS AN ESTABLISHED BUSINESS, in order to qualify for inclusion in the "Established Business Applicant" pool for registration plates, you **must also submit** any of the documentation listed below to verify you were engaged in the pedicab business before April 23, 2007:

1. A Certificate of Incorporation or a "Doing Business As" (DBA) registration issued by a government agency in the name of the applicant for the pedicab business license that either on its face pertained to a pedicab business or can otherwise be shown to have pertained to such a business; or
2. Certificates of insurance showing a policy for liability insurance issued by an insurer authorized to do business in New York State in the name of the applicant applying for a pedicab business license which was in force for the most recent policy period ending before April 23, 2007; or
3. Any other documentation issued by a government agency that authenticates that the person applying for a pedicab business license had, in fact, been engaged in such business; or
4. An accurate, complete, and sworn statement (**Affidavit of Engagement in Pedicab Business As Operator or Sole Proprietor**, [download](#)) affirming that the applicant has been engaged in the pedicab business as a sole proprietor pedicab business or as a pedicab operator for at least one year prior to April 23, 2007, including three (3) independent references and federal and state income tax returns for one of the two most recent tax years. **Please note:** Applicants who can only submit this Affidavit as proof of an established business shall be eligible to request and to be issued **only one pedicab registration plate** from the Established Business Applicant pool for registration plates.

PHASE 2 – Pedicab Registration Assignment Requirements

If you are notified by DCA that you were selected to receive one or more pedicab registration plates through the assignment process, you must submit the following information **NO LATER THAN 45 DAYS FROM NOTIFICATION** in order to complete your license application package:

- **For Sole Proprietorships, submit a notarized copy of your Business Certificate.** The County Clerk of the borough in which your business is located must certify this certificate. The address appearing on your Business Certificate must be identical to the address for which you are seeking a license. If you are a sole proprietor doing business under your own name, and not a trade or Doing Business As (DBA) name, you do not need a Business Certificate.
- **For Partnerships, submit a notarized copy of your Partnership Certificate.** The County Clerk of the borough in which your business is located must certify this certificate. The address appearing on your Partnership Certificate must be identical to the address for which you are seeking a license.
- **For Corporations, submit a stamped Certificate of Incorporation or a Filing Receipt.** If applicable, you must also submit your corporation's Assumed Name Certificate. These certificates must be stamped by the New York State Secretary of State. For more information, contact the Secretary of State's Division of Corporations at (518) 473-2492. *If your business is an out-of-state corporation, you must obtain a Certificate of Doing Business in Good Standing from your home state's Secretary of State and file this with an application for Authority to Conduct Business in New York with the New York State Secretary of State. A filing receipt from the New York State Secretary of State will be accepted as proof.*
- **Notarized Child Support Certification form** ([download](#)). If your business is a SOLE PROPRIETORSHIP or a PARTNERSHIP, the proprietor and **each** partner must complete this form.
- **Roster of Pedicabs** (form to be provided by the Department with notification of number of pedicab registration plates allocated).
- **Personal and Property Liability Insurance for all pedicabs** must contain a clause on the insurance certificate that the Department of Consumer Affairs will be notified if the policy is canceled, or if the insured fails to renew **30 DAYS** prior to the policy's expiration date. The original certificate (not a photocopy) must describe each of the insured vehicles, and it must name the Department of Consumer Affairs as the certificate holder.

The minimum insurance amounts for each pedicab are:

- **\$100,000** for personal injury or death of any one person resulting from any one accident.
- **\$300,000** for personal injury or death of two or more persons resulting from any one accident; with a **\$100,000 maximum coverage per person.**
- **\$50,000 for property damage.**

OR

- **\$1,000,000** per accident with **\$2,000,000 aggregate** (combined single limit for injury to or destruction of property of one or more persons) carried by the pedicab business.
- An appointment will be scheduled for an inspection of your pedicab after your application has been accepted. Registration plates will be issued only to pedicabs on the premises at the time of the inspection.
- **License Fee for Pedicab Businesses.** Must be paid by **check or money order payable to NYC Department of Consumer Affairs.**

***** PLEASE NOTE *****

During the initial application process, **the fee for a Pedicab Business license is \$119.** All Pedicab Business licenses will be valid through November 1, 2008 (approximately 13 months) and **include one registration plate.** Each additional registration plate is \$60.