

**PEDICAB PERMITS (DRIVER & VEHICLE): CUSTOMER INSTRUCTIONS**

**PEDICAB DRIVER**

1. All Pedicab Permits expire **two** years following the date of issuance.
  - a. Renewal applications must be submitted 30 days prior to permit expiration.
2. Applicants must complete the Special Business Permit Application (IND1) and provide:
  - a. A valid California driver's license.
  - b. Two passport-sized photos (more photos may be requested, if needed).
  - c. Applicants operating as independent contractors (e.g., you are **not** an employee of a company) must have a valid Business Operations Tax Certificate with the City, which can be obtained here:  
<http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account>
3. Pedicab Driver applicants can apply for a **temporary permit**.
  - a. A temporary permit is good for 14 days.
  - b. To apply for a temporary permit you must:
    - i. Complete the fingerprinting process.
    - ii. Complete the pedicab application.
    - iii. Within 7 days of the issuance of your temporary pedicab permit, you must return with photos and pay full permit fee.
4. Applications with payment may be submitted by person or mail to:

City of Sacramento, Revenue Division  
Attn: Permits & Taxes  
915 I St., Room 1201  
Sacramento, CA 95814

5. You will be notified when your permit is ready for pickup and you may elect to have it mailed.

**PEDICAB VEHICLES:**

1. Pedicab Vehicle Permits expire two years following the date of issuance.
2. All pedicab businesses operating in the City of Sacramento must have a valid Business Operations Tax Certificate, which can be obtained here:  
<http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account>
3. Pedicab Vehicle Permit Applicants must complete the Vehicle Permit Application (VEH1) and provide:
  - a. Proof of insurance in accordance with Sacramento City Code:
    - i. A commercial general liability insurance policy insuring the public against any loss or damage that may result to any person or property from the operation of the pedicab. Coverage shall include all drivers, whether employees or independent contractors.
    - ii. Coverage shall be at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000.00) per occurrence.
    - iii. The city, its officials, and employees shall be covered by policy terms or endorsement as additional insureds in regard to general liability arising out of activities performed by or on behalf of the pedicab owner.
    - iv. The pedicab owner's insurance coverage shall be primary insurance as it pertains to the city, its officials, and employees.
  - b. If you wish to apply for more than one pedicab, use the Additional Vehicle Form (VEH1.A).
4. Once your permit application has been processed, a City of Sacramento Code Enforcement Officer will contact you to arrange an inspection. The inspection will be conducted at your place of business (city limits only) and will ensure your pedicab meets the standards prescribed by Sacramento City Code.
  - a. Your permit will be delivered at inspection, along with a permit sticker to be placed on the pedicab.