

Applying for a Livery License

Pursuant to City Ordinance 13-72, you must obtain a license before operating a Livery service in Somerville. Generally, a livery service is one in which a vehicle and chauffeur is hired for a fee in advance, in which the origin and/or destination is in Somerville. Livery vehicles don't pick up street fares, and don't use rate meters.

TERM:

- The license expires on April 30 and is awarded for no more than one year.

APPLICATION CONDITIONS:

- You must apply online.
- The office and parking premises must be suitable pursuant to the zoning code.
- You must be deemed a suitable entity by the Police Department.
- You must obtain a certificate of insurance showing a minimum of \$500,000 combined single limit insurance coverage on the vehicles to be used.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$165.00 annual license fee per vehicle, paid after the application is approved.


ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- The MA Registration for each vehicle to be used.
- Lease or other documentation of your access to the office and parking premises.
- Two professional letters of reference.
- A certificate of insurance showing a minimum of \$500,000 combined single limit insurance coverage on the vehicles to be used.
- A CORI Form for yourself and each driver who will be working under this license (download the form when you apply).

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the  logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Livery."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Then enter your business address, and click on "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if your business is licensed in CitizenServe.
 - At "License #" select a license you've received before.
- Answer the remaining questions.

- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

LICENSE CONDITIONS:

- Each driver you employ must obtain a Chauffeur's License from the Police Department.
- Each vehicle you employ must obtain a Livery Vehicle License from the Police Department.
- No chauffeur while on duty may carry or possess intoxicating liquor or any narcotic or dangerous drug in a livery vehicle or be under the influence of intoxicating liquor or dangerous drugs whether or not such chauffeur possesses a prescription for such narcotic or dangerous drug.
- No chauffeur while on duty may use any profane or obscene language, blow their horn, shout or call to solicit prospective passengers, or disturb the peace in any way.
- No one may smoke in any livery vehicle.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.