

INSTRUCTIONS

- 1) Make sure your taxicab has a roof sign, which may be a dome light sign. The **company name** on the roof must be the same as the “dba” **shown on your application for taxi license**. If a company name is shown anywhere else on your vehicle, it must also be the same as the “dba” on our records.
- 2) Obtain a police inspection of your vehicle. The police department has the inspection forms. Call to set up an appointment before taking your taxicab in for inspection.

Hilo- Driver’s License Department: 808-961-2320

Kona- Driver's License Department: 808-323-4811

- 3) Complete the enclosed application form. One application must be completed for each taxicab you operate. **Include your General Excise Tax License No.**
- 4) Complete the Zoning Verification (Attachment B) signed by the Planning Director.
- 5) **Send all required documents (see checklist) to:**

**Mass Transit Agency
25 Aupuni Street
Hilo, HI 96720**

**In person: Mass Transit Agency
2299 Ho’olaulima Rd.
Hilo, HI 96720**

CHECKLIST

- 1) Completed application form (Taxi License Renewal Application)
- 2) Zoning Verification (Attachment B)
- 3) Taxicab Inspection form
- 4) Copy of the current Certificate of Registration and safety check.
- 5) Certificate of Liability Insurance showing Mass Transit Agency as certificate holder (not as co-insured) and containing a provision that coverage will not be reduced or cancelled without 30 days prior written notice to the Mass Transit Administrator. Coverage requirement is \$100,000/\$300,000 bodily injury/death, and \$50,000 property damage. Insurance coverage is on a fiscal year ending June 30.
- 6) Once all documents are submitted and verified by the Mass Transit Agency, a taxicab license and sticker will be issued. The fee is \$120.00 annually (July to June), and is prorated on a monthly basis. For example; you obtain a license in December, the cost is \$60.00. This fee is per taxicab.
Please make payments payable to County Director of Finance.

Please call the Mass Transit Agency at 808-961-8744 if you have any questions.

COUNTY OF HAWAII
MASS TRANSIT AGENCY

TAXI LICENSE RENEWAL APPLICATION

1. Name of Applicant(s): _____
2. Doing Business As (dba): _____
(same as roof sign)
3. Mailing Address: _____
4. Physical Address: _____
5. Home Phone: _____ Business Phone: _____ Cell Phone: _____
6. G.E. License No.: _____ CH No.: _____
7. Applicant is: Corporation Partnership Single Proprietorship Other
8. If Corporation, unincorporated association, or partnership, names and addresses of officers and directors: _____

9. Primary geographic area served: _____
10. Days and times of operation: _____
11. Vehicle Description: Lic No.: _____ Yr. _____ Make _____ Model: _____
12. Name(s) of driver(s) if any: _____
13. Zoning Verification: Attached copy of Zoning Verification (Attachment B)

I, the undersigned official of the above company, state that the above and attached information is true and correct. I will notify the Mass Transit Agency immediately, if any of the above information changes.

Date: _____ Signature: _____
Title: _____

ATTACHMENT B

TO: Planning Director
FROM: Mass Transit
SUBJECT: Zoning Verification
Certificate of Public Convenience & Necessity
Application for Taxicab License & Renewals

Applicant and dba _____
has applied for: Certificate of Public convenience & Necessity
Application for Taxicab License

Located at _____
Tax Map Key: _____ Applicant Plans _____
(describe the use)

(Lower half to be completed by Planning Department)

PERMITTED UNDER:

- 1. County zoning, which is _____
- 2. Comments: _____

NOT PERMITTED:

Date: _____
_____ Planning Director

Note: Applicant must complete the upper half of this form for the Planning Department to certify the zoning. This form must be submitted with the Application for Certificate of Public Convenience & Necessity and for Taxicab License Renewal.

Hilo – Aupuni Center, 101 Pauahi St, Suite 3 – (808) 961-8288
Kona – 75-5706 Kuakini Hwy., Suite 109 – (808) 327-3510