

Calgary



Vehicle for Hire Online Portal

Taxi and Limousine Brokerage User Guide

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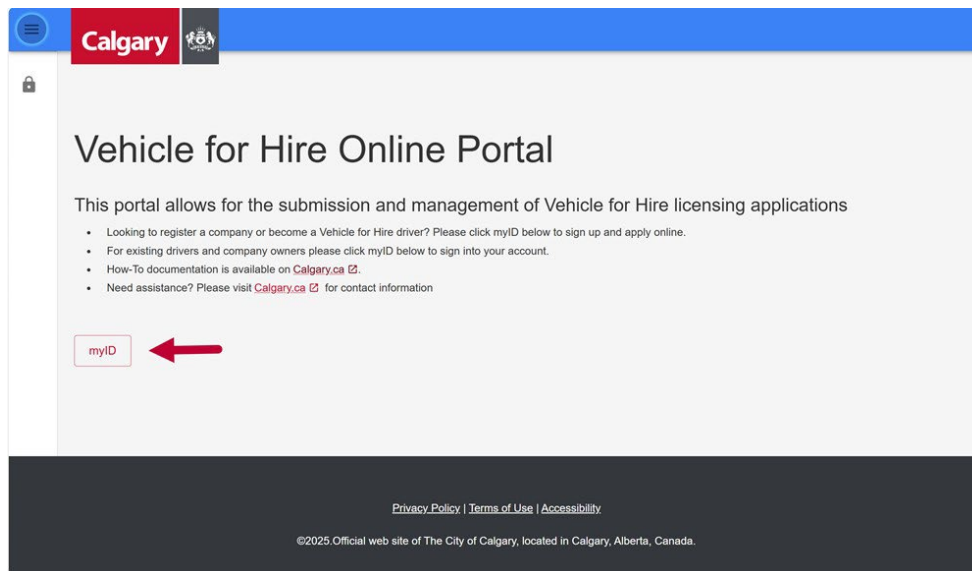


1.1 Setting Up a myID Account

To access the Vehicle for Hire Online Portal, a company must register for a City of Calgary *myID* and *myID* Business Account.

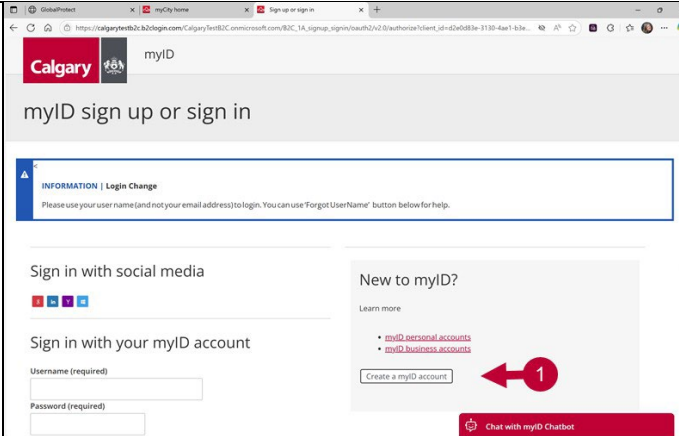
If you already have a *myID* account but not a *myID* Business Account, please jump to *1.2 Setting Up a myID Business Account* below. If you already have both accounts, please jump to *1.3 Setting up a New Taxi or Limousine Brokerage*.

Go to the Vehicle for Hire [landing page](#) and choose *myID*. This will direct you to the *myID* sign up or sign in page.




You will need to create a *myID* personal account before you can create a business account.

1. Select to *Create a myID account*.

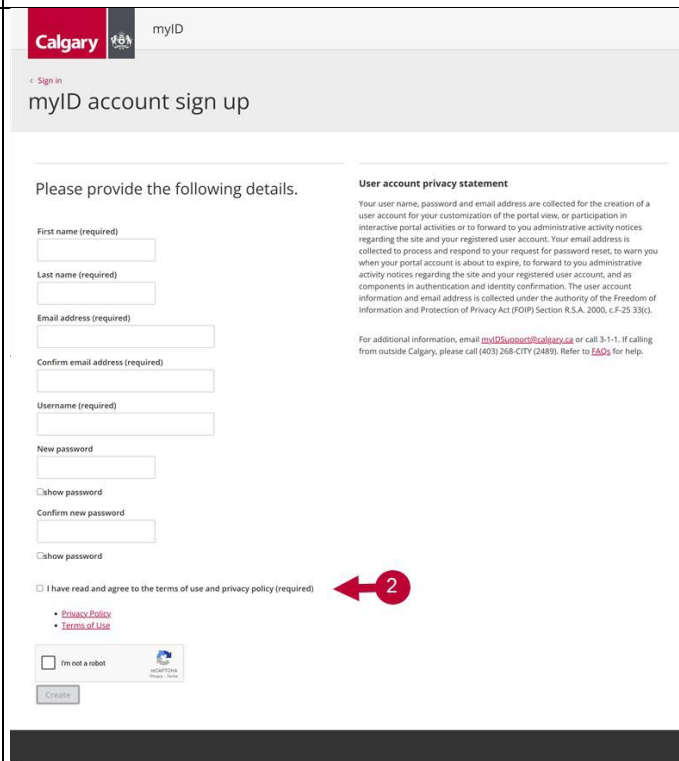


2. Complete all the required information in the form. Enter your first and last name, and your email address. Select a username. If the name is available, you will see this message:

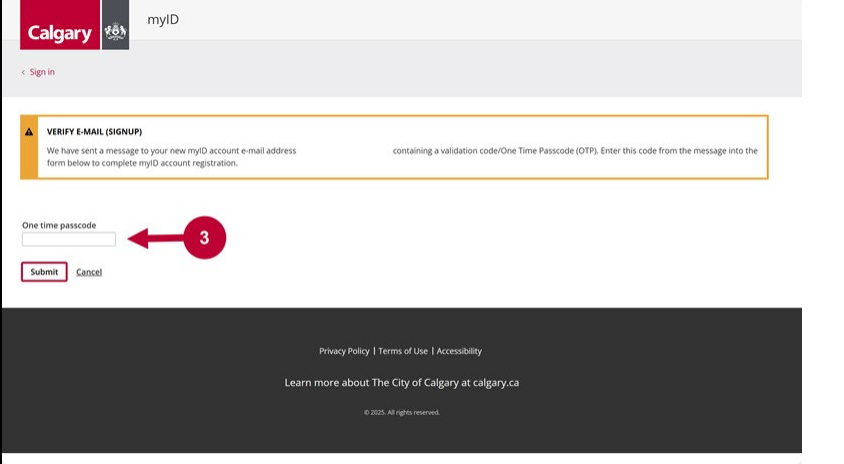
 Username is available

If the username is not available, please select a different username. Select a password and then re-enter to confirm your password.

Be sure to click the acknowledgement before the Captcha.



After you click *Create*, the system will send a confirmation message to the email account you used.

<p>3. Enter the Validation Code from the email and click <i>Submit</i>.</p>	
<p>You will then be redirected back to the <i>myID</i> sign up/sign in page from Step 1.</p>	

Once you have a *myID* Account, you will need to create a *myID* Business Account. If you already have a *myID* Business Account, please skip ahead to section 1.3 *Setting up a New Taxi or Limousine Brokerage*.

1.2 Setting Up a myID Business Account

Go to the [Online Services](https://apply.calgary.ca/) page (https://apply.calgary.ca/).

1. Select to **Start a New Business Licence and/or Land Use Approval.**

Calgary Online Services **TEST**
Application Form

Welcome to Online Services

Information | View the Status of your Application

Would you like to check the status of your Commercial and Multi-family, Demolition, or Residential Improvement Project application?
[Click here](#)

Please select one of the following services by clicking on the heading, or sign in with [myID](#) to continue with the existing application.

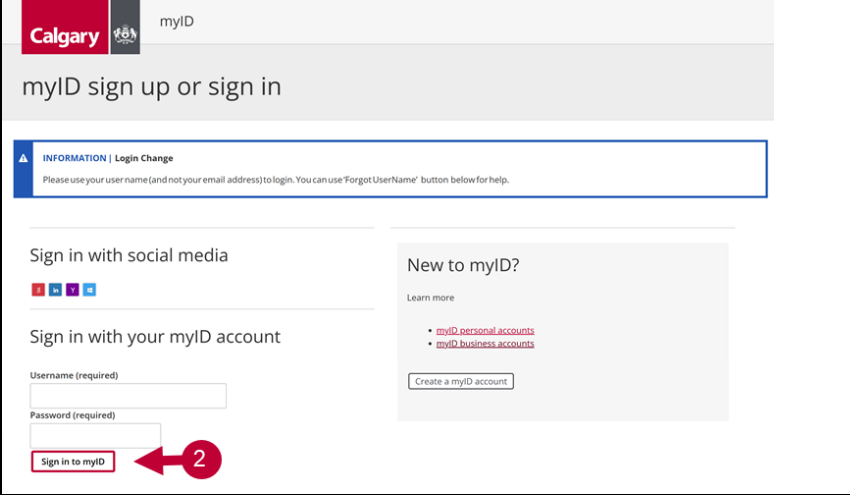
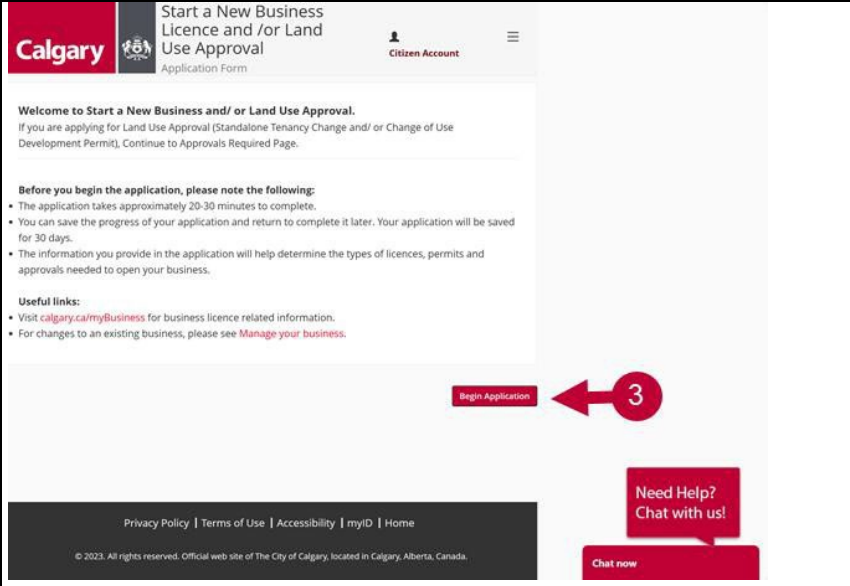
- Home Improvement**
Apply for your home improvement project including decks, garages, additions, home renovations, secondary suites and more.
- Certificate of Compliance**
Upload your Real Property Report to apply for a Certificate of Compliance for the purpose of selling your home.
- Commercial and Multi-Family Buildings**
Apply for permits on commercial, multi-family, or industrial buildings. Including new construction, alterations, revisions to existing permits, temporary structures, special function events and condominium applications.
- Demolitions**
Residential and Commercial projects that require building demolition or removal.
- Short Term Rentals**
Apply for a new Short-term Rental. **Renew** your existing Short-term Rental. **Make changes** your Short-term Rental.
- Start a New Business Licence and/or Land Use Approval**
Apply for a new business licence and/or Land Use Approval (Tenancy Change or Change of Use Development Permit).
- Manage Business**
Renew your business licence or make changes to your business including location, ownership, contact details and more.
- Signs and Antennas**
Apply for a new sign, antenna/communication tower, or renewing an existing approved sign application.
- Pay Outstanding Fees**
Use our online tool to pay for outstanding fees and access receipts for previously paid fees.
- Construction drawings - Development**
Apply to have your designs of public infrastructure, such as utilities, roads, and other surface improvements as well as Construction Drawing Minor Revision (CDMR), reviewed and approved through the construction drawings design review process.
- Land Use Amendment, Outline Plan and Road Closure**
Apply to have your land use amendment, outline plan or road closure proposal reviewed by Administration.

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<p>2. Enter your <i>myID</i> account username and password, then click <i>Sign in to myID</i>.</p>	
<p>3. Select to <i>Begin Application</i>.</p>	

4. Your full name and email address will be automatically filled in. Select whether you are a Business Owner, a Property Owner, or an Agent.

If you are an Agent, you will need to enter the Representing Company Name.

Enter your phone number and click *Next*.

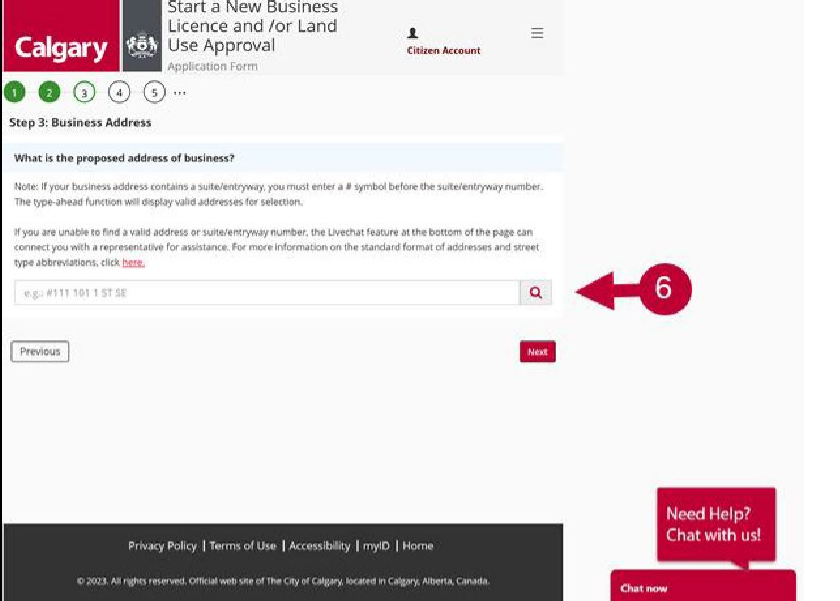
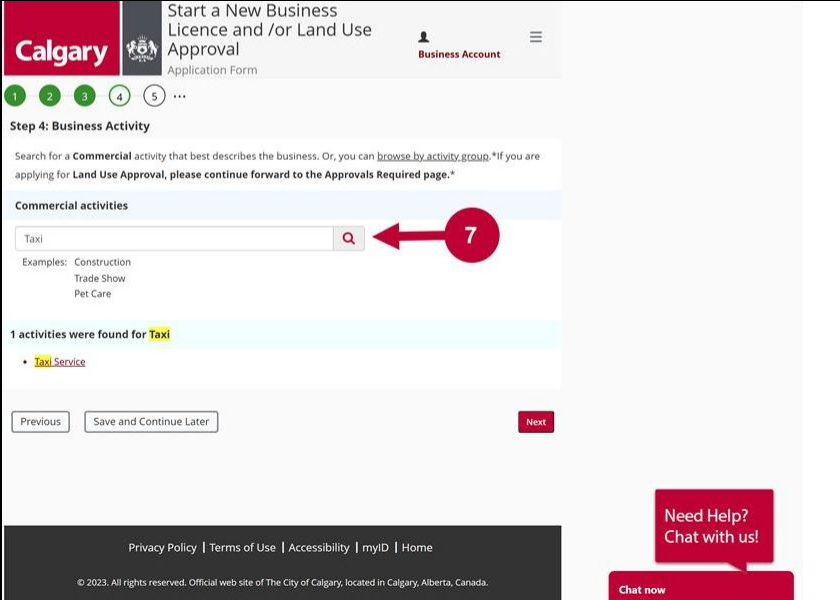
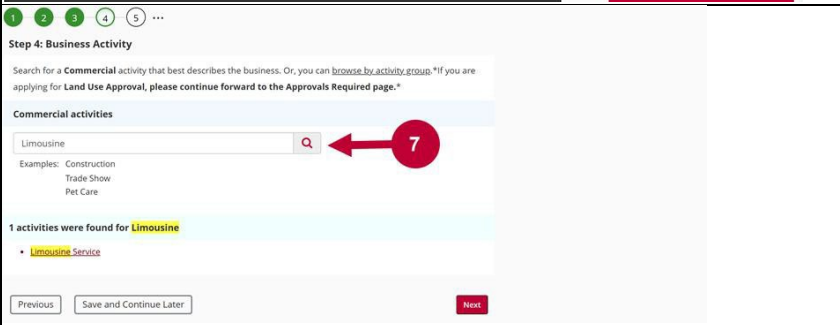
The screenshot shows the 'Step 1: Applicant Information' form. At the top, there is a header with the 'Calgary' logo and the title 'Start a New Business Licence and /or Land Use Approval Application Form'. Below the header, there are navigation steps 1, 2, and 3. The form is titled 'Applicant Details' and has three radio button options: 'Business Owner', 'Property Owner', and 'Agent Representing Business Owner or Property Owner'. The 'Agent' option is selected. There are input fields for 'Full Name', 'Email', and 'Phone Number'. A red arrow with the number '4' points to the 'Phone Number' field. There is also a 'Representing Company Name' field. A 'Next' button is at the bottom right. A footer contains 'Privacy Policy | Terms of Use | Accessibility | myID | Home' and a copyright notice. A 'Need Help? Chat with us!' chat bubble is in the bottom right corner.

5. Enter the business type. This depends on your business location: Commercial, Home Based, or Based Out of Town.

Choose *No* for the question “Is the business registered as a Charitable Organization”, and then click *Next*.

If you chose *Out of Town*, please go to step 7.

The screenshot shows the 'Step 2: Business Type' form. At the top, there is a header with the 'Calgary' logo and the title 'Start a New Business Licence and /or Land Use Approval Application Form'. Below the header, there are navigation steps 1, 2, and 3. The form is titled 'Business Type' and has a note: '*If you are applying for Land Use Approval, continue to Approvals Required page.*'. The question is 'How will the business operate?'. There are five options with radio buttons: 'Commercial', 'Home Based', 'Based Out of Town', 'Mobile', and 'Personal Service'. A red arrow with the number '5' points to the 'Home Based' option. Below the options, there is a question: 'Is this business registered in Alberta as a Charitable Organization?' with 'Yes' and 'No' radio buttons. The 'No' option is selected. There are 'Previous' and 'Next' buttons. A footer contains 'Privacy Policy | Terms of Use | Accessibility | myID | Home' and a copyright notice. A 'Need Help? Chat with us!' chat bubble is in the bottom right corner.

<p>6. If you chose <i>Commercial</i> or <i>Home Based</i>, enter the address of the business location, then click <i>Next</i>.</p> <p>If you chose <i>Home Based</i>, there will be a series of questions related to the use of the residential home for business use.</p>	 <p>The screenshot shows the 'Step 3: Business Address' page. At the top, there's a progress indicator with steps 1 through 5, where step 3 is highlighted. The main heading is 'Step 3: Business Address'. Below it, a question asks 'What is the proposed address of business?'. A note explains that addresses with suite/entryway numbers should include a # symbol. A search bar contains the example 'e.g.: #111 101 1 ST SE'. A red circle with the number '6' and an arrow points to the search bar. At the bottom right, there is a 'Next' button and a 'Need Help? Chat with us!' chat button.</p>
<p>7. Select your business activity.</p> <p>If your business is a Taxi, type <i>Taxi</i> into the search bar.</p> <p>From the list, select Taxi Service and then click <i>Next</i>.</p>	 <p>The screenshot shows the 'Step 4: Business Activity' page. The progress indicator shows step 4 is active. The heading is 'Step 4: Business Activity'. It asks to search for a commercial activity. A search bar contains the word 'Taxi'. A red circle with the number '7' and an arrow points to the search bar. Below the search bar, a list of activities is shown, with 'Taxi Service' selected. At the bottom right, there is a 'Next' button and a 'Need Help? Chat with us!' chat button.</p>
<p>If your business is a Limousine, type <i>Limousine</i> into the search bar.</p> <p>From the list, select Limousine Service and then click <i>Next</i>.</p>	 <p>The screenshot shows the 'Step 4: Business Activity' page. The progress indicator shows step 4 is active. The heading is 'Step 4: Business Activity'. It asks to search for a commercial activity. A search bar contains the word 'Limousine'. A red circle with the number '7' and an arrow points to the search bar. Below the search bar, a list of activities is shown, with 'Limousine Service' selected. At the bottom right, there is a 'Next' button and a 'Need Help? Chat with us!' chat button.</p>

<p>8. Answer the questions about how you will use the location.</p> <p>Provide a brief description of your business and how it operates, then click <i>Next</i>.</p> <p>If you chose Home Based or Out of Town, please go to step 10.</p>	
<p>9. Select whether you will be the first tenant in the building space, whether the building previously had a different business in it, or whether you currently are using building space.</p> <p>Once you make your selection, a further series of questions will appear. Select Yes or No in response to each question. You must answer each question. Once you have answered all the questions, click <i>Next</i>.</p>	

10. On this page, choose to register your business now and then acknowledge that you understand a building permit may be required (if Commercial). Once you select these, click *Next*.

11. You then must decide if you wish to continue to use your Personal/Citizen Account (*myID*) or whether you want to create a new *myID* Business Account for your business.

If you chose to continue using the *myID* account you are currently logged in with, please go to step 12.

If you chose to create a new myID account, you must create an Administrator Account for your myID Business Account. Complete the required information. Select your role from the list and then click *Next*.

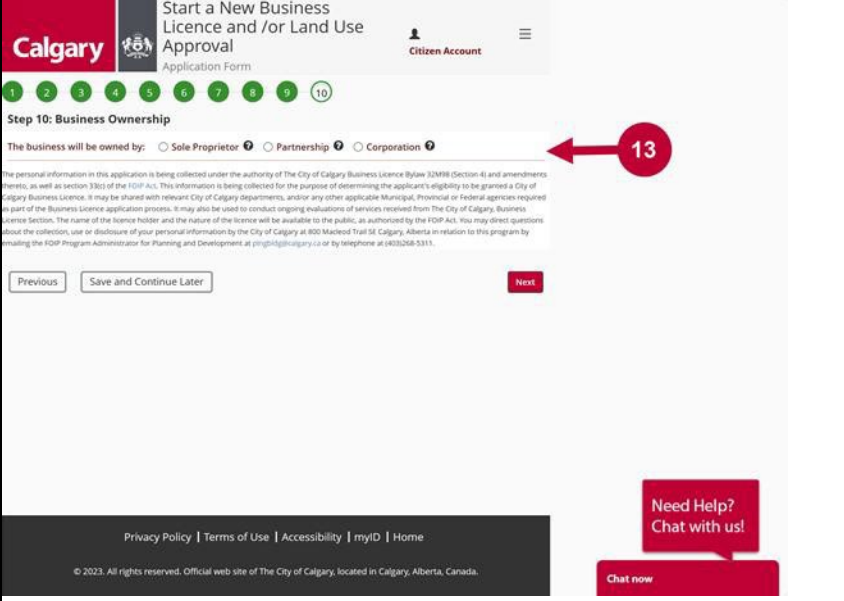
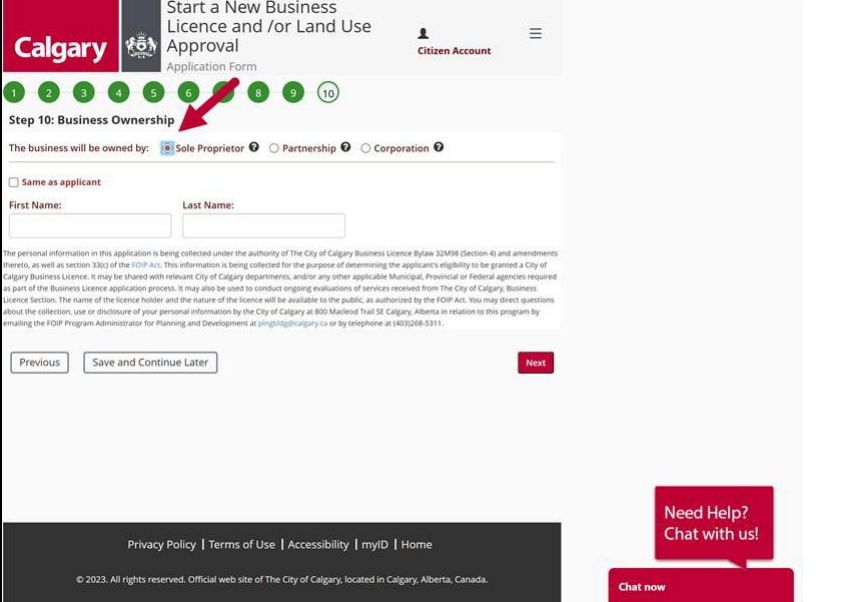
The screenshot shows the 'Step 8: Create myID Business Administrator Account' form. At the top, it says 'Start a New Business Licence and /or Land Use Approval Application Form' with a progress bar from 1 to 8. The form includes fields for 'First Name (required)', 'Last Name (required)', 'Username (required)', 'Email Address (required)', and 'Confirm Email Address (required)'. Below these are radio button options for 'User Role': Accountant, Administrator, Applicant/Agent, Consultant, and Field Agent. Navigation buttons 'Previous', 'Save and Continue Later', and 'Next' are at the bottom. A 'Chat now' button is in the bottom right corner.

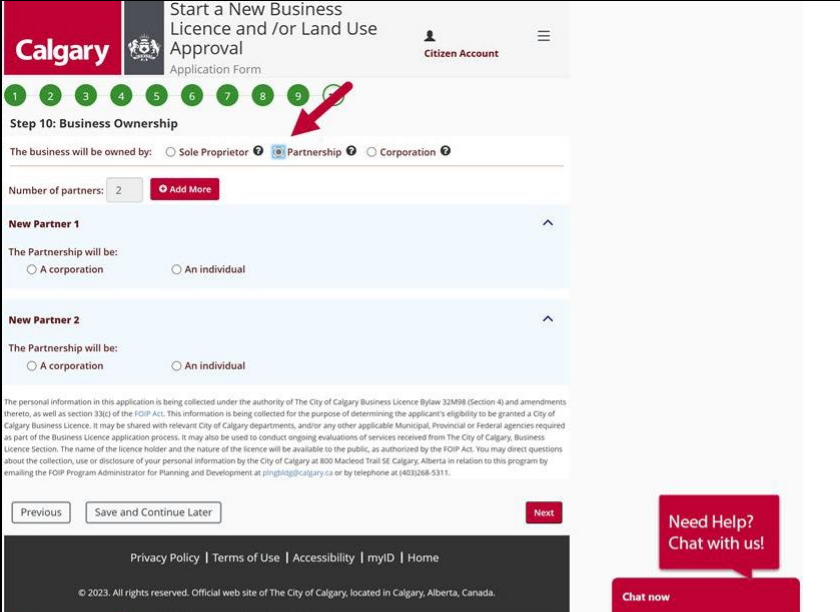
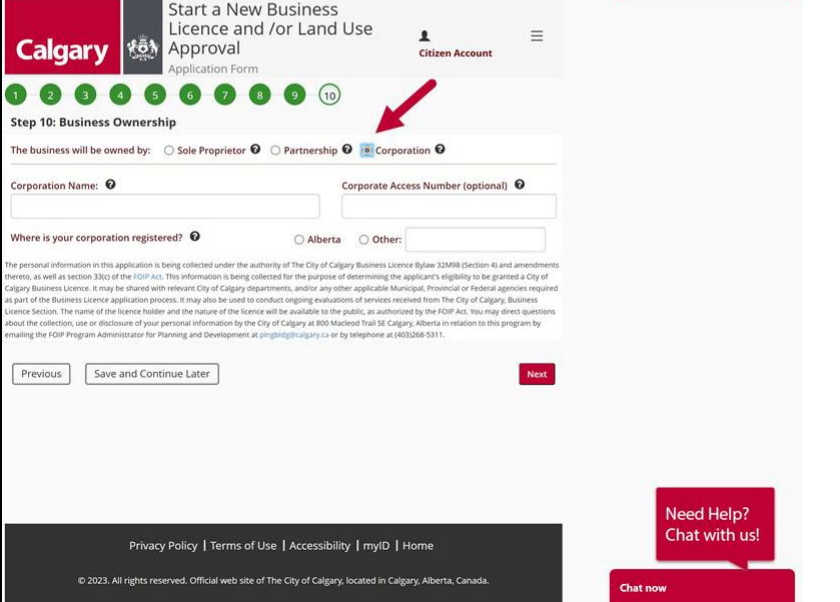
12. Enter all the required information about your business, including the name, email, phone number, and move-in and opening date. Then enter the mailing address for your business.

You can select to have the same email and phone number as your myID account if they are the same.

Once you have entered the required information, click *Next*.

The screenshot shows the 'Step 9: Business Details' form. It includes fields for 'Trade Name', 'Business Email' (with a 'Same as applicant' checkbox), 'Business Phone Number' (with a 'Same as applicant' checkbox), 'Move-in date', and 'Open date'. There is a note: 'Note: The Business email address entered will be shared with the appropriate Business Improvement Areas related to your business location.' Below are fields for 'Mailing address for Business Tax Bill' (with a 'Same as location' checkbox), 'Mailing Address', 'Country', 'Province/State', 'City', and 'Postal Code/Zip'. Navigation buttons 'Previous', 'Save and Continue Later', and 'Next' are at the bottom. A red circle with the number '12' and an arrow points to the 'Business Email' field. A 'Chat now' button is in the bottom right corner.

<p>13. Select the business ownership format.</p>	
<p>If you select Sole Proprietor, you can then enter the name of the owner. If you select <i>Same as applicant</i>, it will autofill the information.</p> <p>Then click <i>Next</i>.</p>	

<p>If you select Partnership, you will be asked whether the partnership is a corporation or an individual. You will then need to complete the information about the partners. You can select to add more partners.</p> <p>Once you have entered all the required information, click Next.</p>	
<p>If you select the Business Ownership is a Corporation, you will be asked to enter the information about the Corporation.</p> <p>Once you have entered all the required information, click Next.</p>	

14. This is a summary of all the information you have entered about your business. Verify all the information is correct.

If you need to make any changes to the information, click *Edit* for that section and enter the new information.

Once you have verified all the information is correct, click *Next*.

Calgary Start a New Business Licence and /or Land Use Approval
Application Form Citizen Account

1 2 3 4 5 6 7 8 9 10 11 12

Step 11: Summary

Applicant Edit ^
I am a Business Owner.
Full Name:
Phone:
Email:

Business Type Edit ^
Business Type:
Is Charitable Organization:

Business Address Edit ^
Business address:

Business Activity Edit ^
Business activity:

Business Questionnaire & Description Edit ^
Business Description:

Business Details Edit ^
Trade Name:
Move-in date: Open date:
Business Tax Bill Mailing Address

Business Ownership Edit ^
Ownership Type:
Full Name:

MyID Details Edit ^
First Name:
Last Name:
User Name:
Email Address:
Role Type:

myID for business
There are two types of myID business accounts:
• Business Administrator
• Business User
With a business administrator account, you can:
• Receive an email with a digital copy of your licence when your licence is issued (note: individuals who are required to obtain a personal identification card will not be receiving a digital copy of their licence at this time).
• Create myID business user accounts.
• Modify your profile information.
• Change your password.
• Close your, or other business user accounts (only business administrators can close accounts, not business users).

More Information
[myID business account FAQs](#)
[Manage your business](#)

Approvals Required Edit ^
Applying for:
✓ Business Registration
Business Licence Type(s):
No license required
Next steps - Business Licence Approvals:
A File Manager will contact you regarding next steps and provide any assistance during the process.

Previous Save and Continue Later Next

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15. Carefully read the Online Services Terms of Use form and then click *Consent and confirm*.

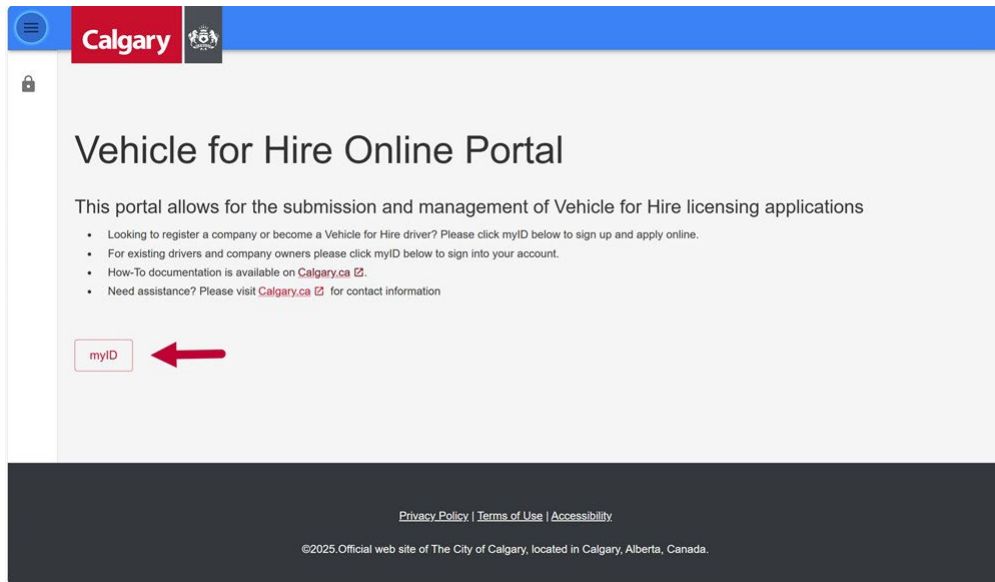
Click *Confirm and Pay*. Please note, there will not be a fee at this stage as this is a registration only.

If you chose to create a new myID Business Account for your business, you will receive a confirmation email providing you a temporary password. Log in through the link in the email message and change your password.

If you chose to continue using the myID account you are currently logged in with, you will use your current username and password to access the Vehicle for Hire online portal.

1.3 Setting Up a New Taxi or Limousine Brokerage

Go to the [Vehicle for Hire Online Portal](https://vehicleforhire.calgary.ca) (vehicleforhire.calgary.ca) and select *myID* to sign in.



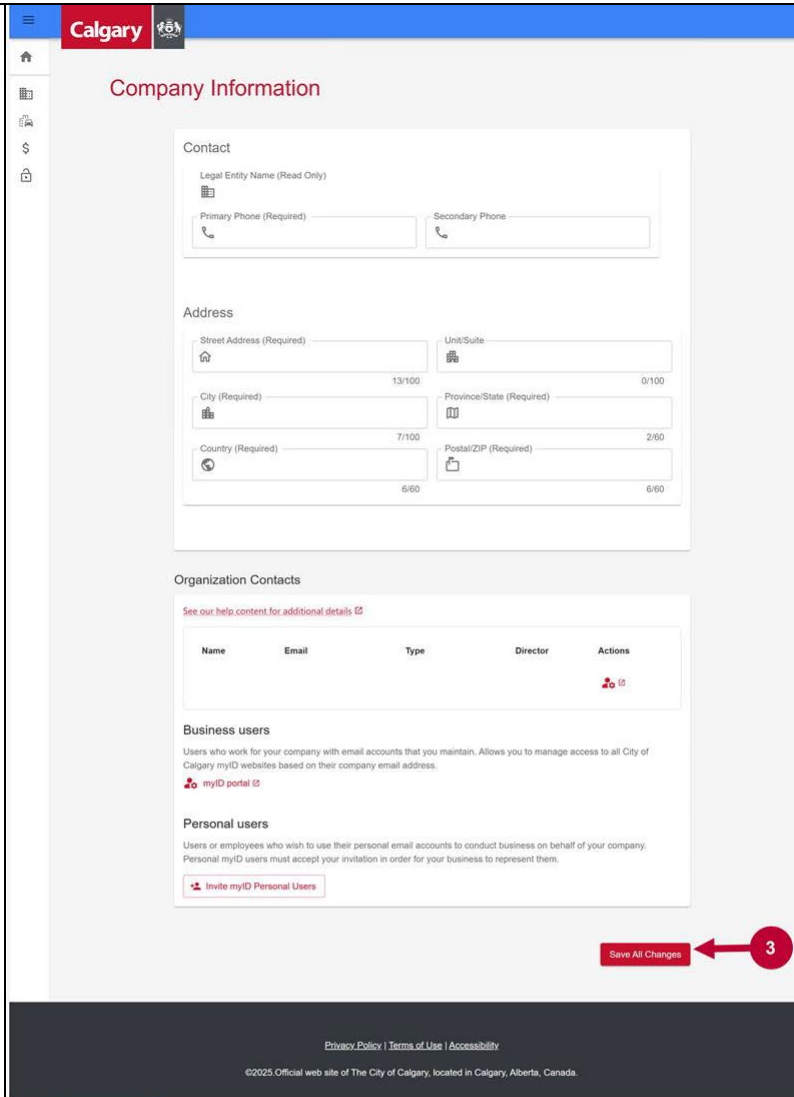
<p>1. Once you have logged in, you will be redirected back to the Vehicle for Hire Online Portal.</p> <p>Click the <i>Company Setup</i>. Icon.</p>	<p>Welcome to the Vehicle for Hire Online Portal</p> <p>Please click on "Company Setup" to register your account. Once you register, you can proceed with other application activities.</p> <p>Company Setup</p>
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2. Complete all the required Company Setup information including Contact and Address.

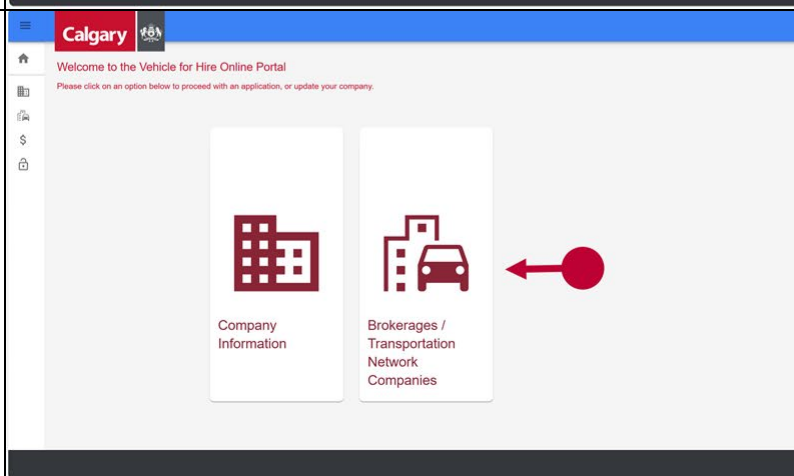
Click *Create Company*.

The screenshot shows the 'Company Setup' page. The header includes the 'Calgary' logo and a 'Sign Out' link. The main content area is titled 'Company Setup' and contains two sections: 'Contact' and 'Address'. The 'Contact' section has a 'Legal Entity Name (Read Only)' field, a 'Primary Phone (Required)' field, and a 'Secondary Phone' field. The 'Address' section has six fields: 'Street Address (Required)', 'Unit/Suite', 'City (Required)', 'Province/State (Required)', 'Country (Required)', and 'Postal/ZIP (Required)'. At the bottom of the form, there is a message: 'Please create the company first before managing contacts.' and a red 'CREATE COMPANY' button. A red arrow points to the button, and a red circle with the number '2' is next to it. The footer contains links for 'Privacy Policy', 'Terms of Use', and 'Accessibility', and a copyright notice: '©2021 Official web site of The City of Calgary, located in Calgary, Alberta, Canada.'

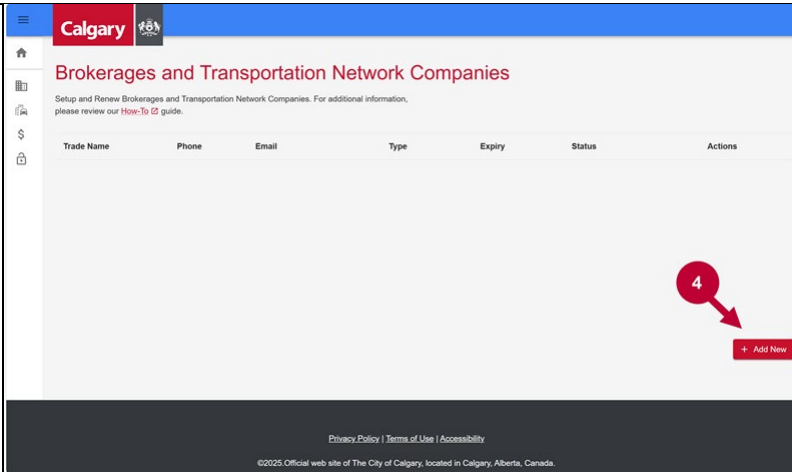
3. Verify all Company Information and Contacts are correct, then click *Save all Changes*.



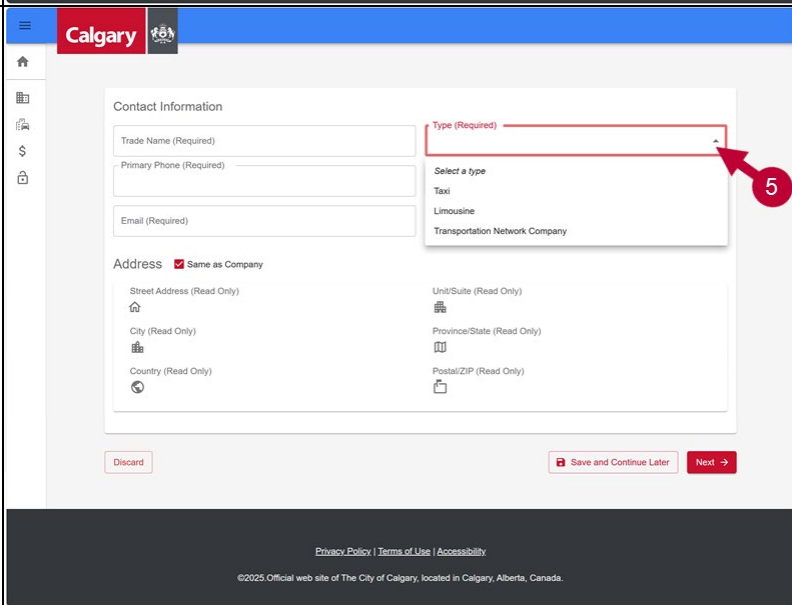
Navigate back to the Home page and click the *Brokerages / Transportation Network Companies* icon.



4. Click the + Add New icon.



5. Use the drop-down menu to select the correct business type – Taxi or Limousine.



6. Complete the Contact Information and Address sections and then click Next.

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Contact Information

Trade Name (Required) Type (Required)

Primary Phone (Required) Secondary Phone (Optional)

Email (Required)

Address Same as Company

Street Address (Read Only) Unit/Suite (Read Only)

City (Read Only) Province/State (Read Only)

Country (Read Only) Postal/ZIP (Read Only)

Discard Save and Continue Later Next →

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7. You must now complete the Brokerage Questions. For each item, type in your response.

Write clear answers to each question with as much information as you can provide. This will help the Licencing Representatives when they evaluate your application.

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Brokerage Information

For additional information, please refer to our [How-To](#) guide.

Contact Information

Trade Name (Required) Type (Required)

Primary Phone (Required) Secondary Phone (Optional)

Email (Required)

Address Same as Company

Street Address (Read Only) Unit/Suite (Read Only)

City (Read Only) Province/State (Read Only)

Country (Read Only) Postal/ZIP (Read Only)

Brokerage Questions

Please answer the following questions with as much detail as possible. Note that these questions are in direct relation to [Vehicle for Hire Bylaw](#) § 20M/2021.

Section 77 - A Brokerage must ensure that:

Each Livery Vehicle affiliated with the Brokerage is in compliance with this Bylaw and operated in compliance with this Bylaw.

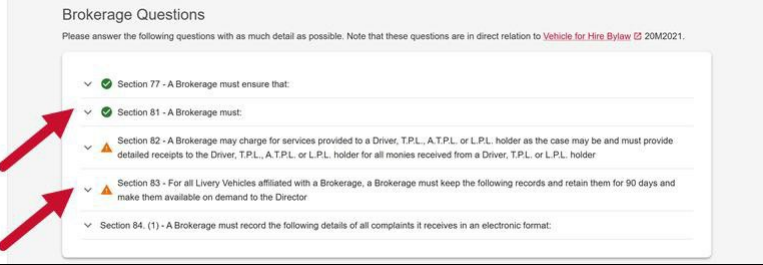
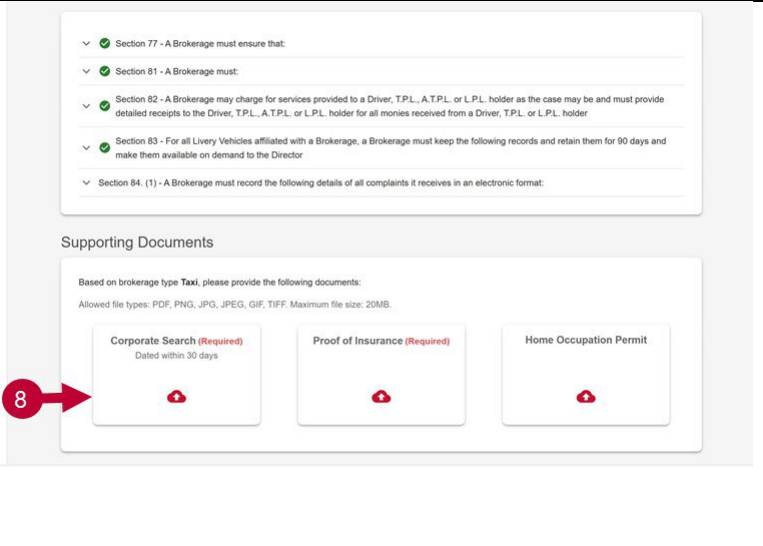
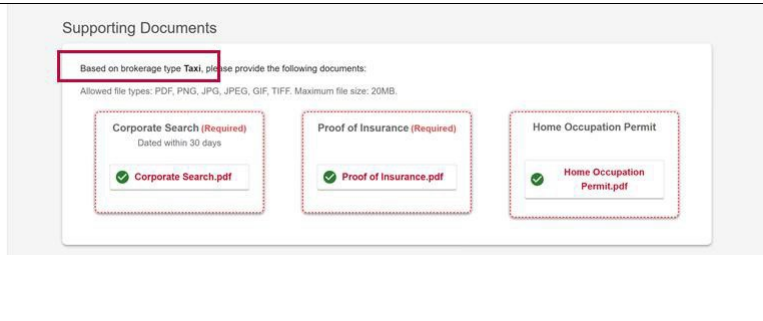

Each Taxi affiliated with the Brokerage is operated by a person who holds a valid and subsisting T.D.L.: How would this Brokerage keep track of the validity of each taxi driver licence? (Required)

Enter your answer here...

Each Livery Vehicle affiliated with the Brokerage has a valid and subsisting Inspection Certificate A mechanical Inspection for taxis are required once a year. How would this process be managed by the Brokerage? (Required)

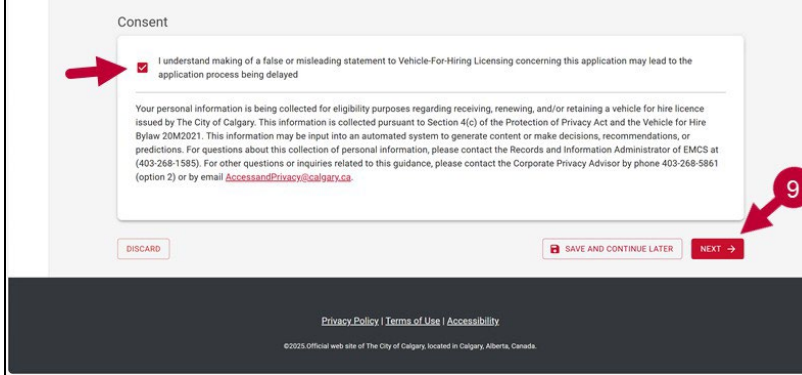
Enter your answer here...

Each Taxi or an Accessible Taxi affiliated with the Brokerage which is providing Street Hail service or Dispatch service charges only the fares specified in Schedule "A" What methods would be used to ensure only these fares are charged by the operators of these vehicles? (Required)

<p>As you complete the sections, the icons will change from an orange warning triangle to a green circle with a checkmark.</p>	 <p>Brokerage Questions</p> <p>Please answer the following questions with as much detail as possible. Note that these questions are in direct relation to Vehicle for Hire Bylaw 20M2021.</p> <ul style="list-style-type: none"> Section 77 - A Brokerage must ensure that: Section 81 - A Brokerage must: Section 82 - A Brokerage may charge for services provided to a Driver, T.P.L., A.T.P.L. or L.P.L. holder as the case may be and must provide detailed receipts to the Driver, T.P.L., A.T.P.L. or L.P.L. holder for all monies received from a Driver, T.P.L. or L.P.L. holder Section 83 - For all Livery Vehicles affiliated with a Brokerage, a Brokerage must keep the following records and retain them for 90 days and make them available on demand to the Director Section 84. (1) - A Brokerage must record the following details of all complaints it receives in an electronic format:
<p>8. When you have answered all the questions, you will need to upload documents supporting your application. The title of each required document is provided. Click on the box for the document and upload it to the application.</p>	 <p>Supporting Documents</p> <p>Based on brokerage type Taxi, please provide the following documents: Allowed file types: PDF, PNG, JPG, JPEG, GIF, TIFF. Maximum file size: 20MB.</p> <ul style="list-style-type: none"> Corporate Search (Required) Dated within 30 days Proof of Insurance (Required) Home Occupation Permit
<p>If you are applying for a TAXI licence, you require three supporting documents.</p>	 <p>Supporting Documents</p> <p>Based on brokerage type Taxi, please provide the following documents: Allowed file types: PDF, PNG, JPG, JPEG, GIF, TIFF. Maximum file size: 20MB.</p> <ul style="list-style-type: none"> Corporate Search (Required) Dated within 30 days Corporate Search.pdf Proof of Insurance (Required) Proof of Insurance.pdf Home Occupation Permit Home Occupation Permit.pdf
<p>File types that are supported are pdf, png, jpg, jpeg, gif, and tiff. If you select a file type that is not supported, the document will not upload.</p>	
<p>If you are applying for a LIMOUSINE licence, you require four supporting documents.</p>	 <p>Supporting Documents</p> <p>Based on brokerage type Limousine, please provide the following documents: Allowed file types: PDF, PNG, JPG, JPEG, GIF, TIFF. Maximum file size: 20MB.</p> <ul style="list-style-type: none"> Corporate Search (Required) Dated within 30 days Corporate Search.pdf Proof of Insurance (Required) Proof of Insurance.pdf Home Occupation Permit Home Occupation Permit.pdf Examples of Written Agreements / Contracts (Required)

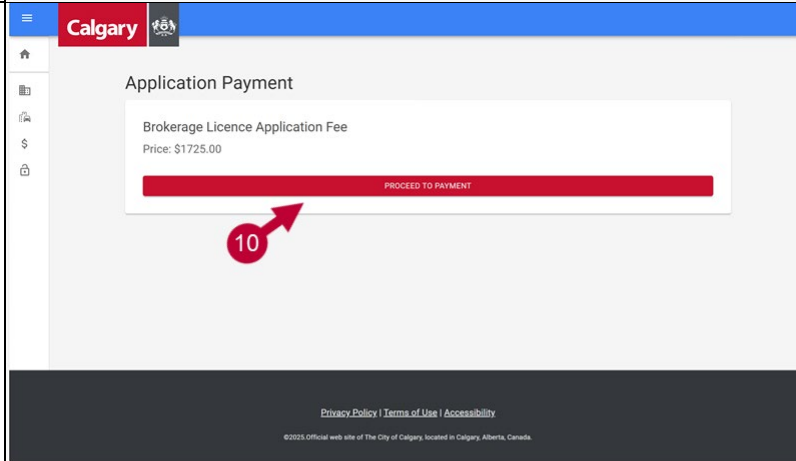
File types that are supported are pdf, png, jpg, jpeg, gif, and tiff. If you select a file type that is not supported, the document will not upload.

9. Select the *Consent* and then click *Next*.

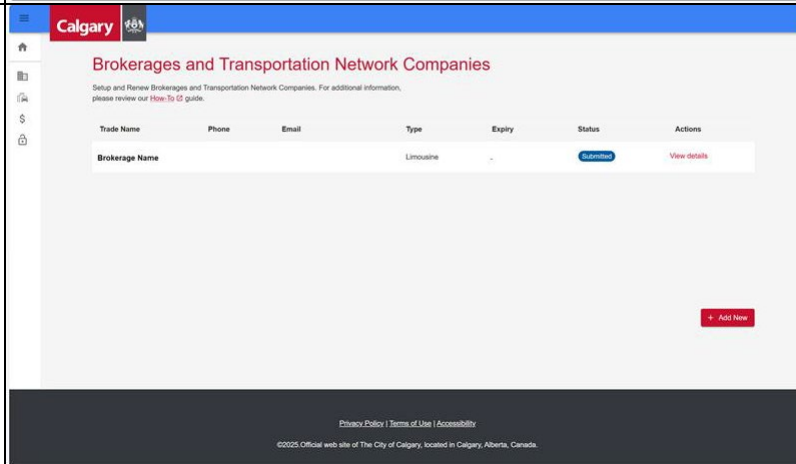


10. You will now pay the licence application fee. Click *Proceed to Payment*.

Complete the online payment process.



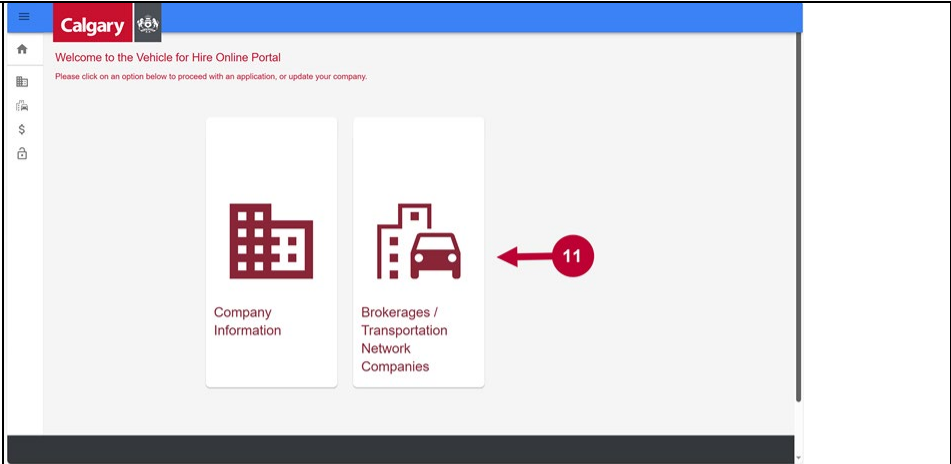
You can see in your profile that the application has been submitted.



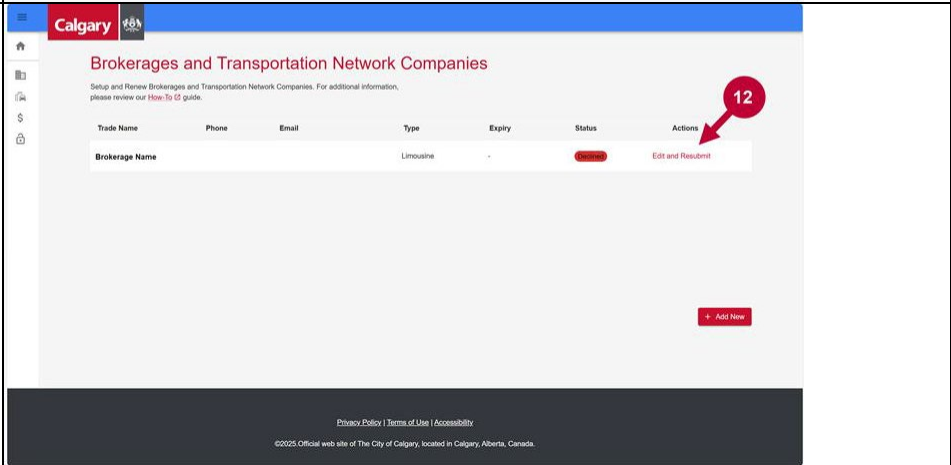
The system sends notification to Vehicle for Hire Licensing. You will receive an email once they have reviewed the application.

If the application has been declined, the email you receive will indicate what needs to be updated.

11. If the application has been declined, log into the [Vehicle for Hire Online Portal](#) and select Brokerages / Transportation Network Companies.



12. Select to edit your application.



13. Make all required changes, select the Consent, and then click Next.

Calgary

Brokerage Information

For additional information, please refer to our [How-To](#) guide.

Contact Information

Trade Name (Required) Type (Required)

Primary Phone (Required) Secondary Phone (Optional)

Email (Required)

Address Same as Company

Street Address (Read Only) Unit/Suite (Read Only)

City (Read Only) Province/State (Read Only)

Country (Read Only) Postal/ZIP (Read Only)

Brokerage Questions

Please answer the following questions with as much detail as possible. Note that these questions are in direct relation to [Vehicle for Hire Bylaw](#) 20M2021.

- Section 77
- Section 81
- Section 82
- Section 83
- Section 84

Supporting Documents

Based on brokerage type **Taxi**, please provide the following documents:
Allowed file types: PDF, PNG, JPG, JPEG, GIF, TIFF. Maximum file size: 20MB.

Corporate Search (Required) Dated within 30 days	Proof of Insurance (Required)	Home Occupation Permit
--	--------------------------------------	-------------------------------

Consent

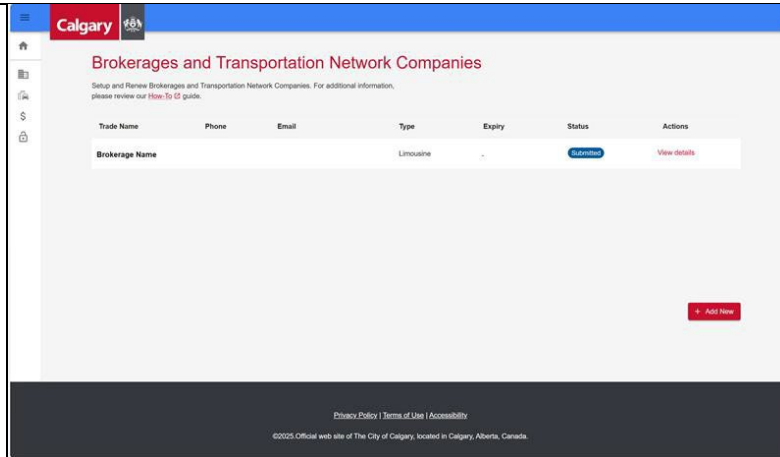
I understand making of a false or misleading statement to Vehicle for Hire Licensing concerning this application may lead to the application process being delayed (Required)

Your personal information is being collected for eligibility purposes regarding receiving, renewing, and/or retaining a vehicle for hire licence issued by The City of Calgary. This information is collected pursuant to Section 4(c) of the Protection of Privacy Act and the Vehicle for Hire Bylaw 20M2021. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. For questions about this collection of personal information, please contact the Records and Information Administrator of EMCS at (403-268-1585). For other questions or inquiries related to this guidance, please contact the Corporate Privacy Advisor by phone 403-268-5861 (option 2) or by email AccessandPrivacy@calgary.ca.

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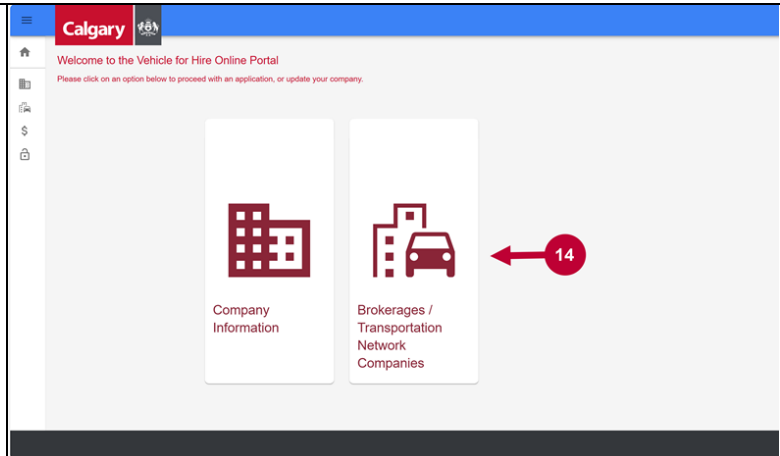
©2025 Official web site of The City of Calgary, located in Calgary, Alberta, Canada.

You can see in your profile that the application has been submitted.



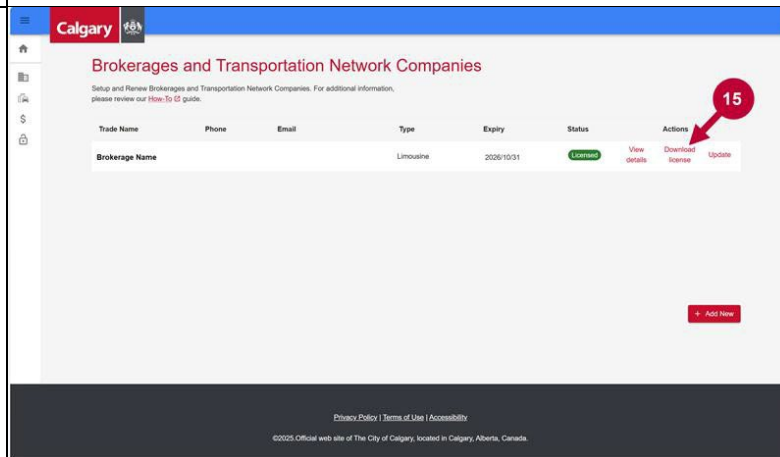
Once the application has been approved, you will receive an email notifying you that a Vehicle for Hire Officer will schedule an appointment with you for an inspection (Calgary locations only).
Once the application has been approved, you will receive an email.

14. Log into the [Vehicle for Hire Online Portal](#) and select Brokerages / Transportation Network Companies.



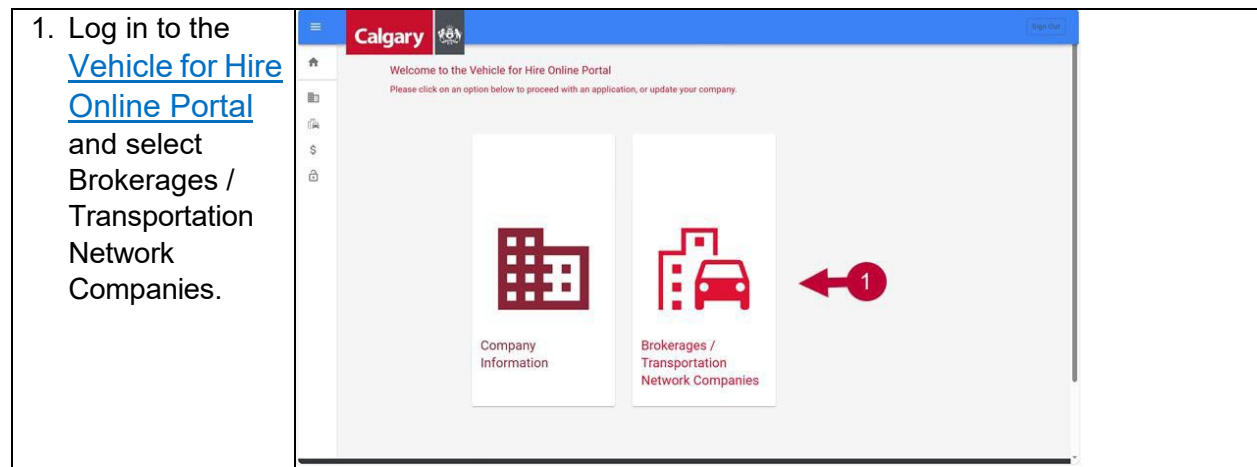
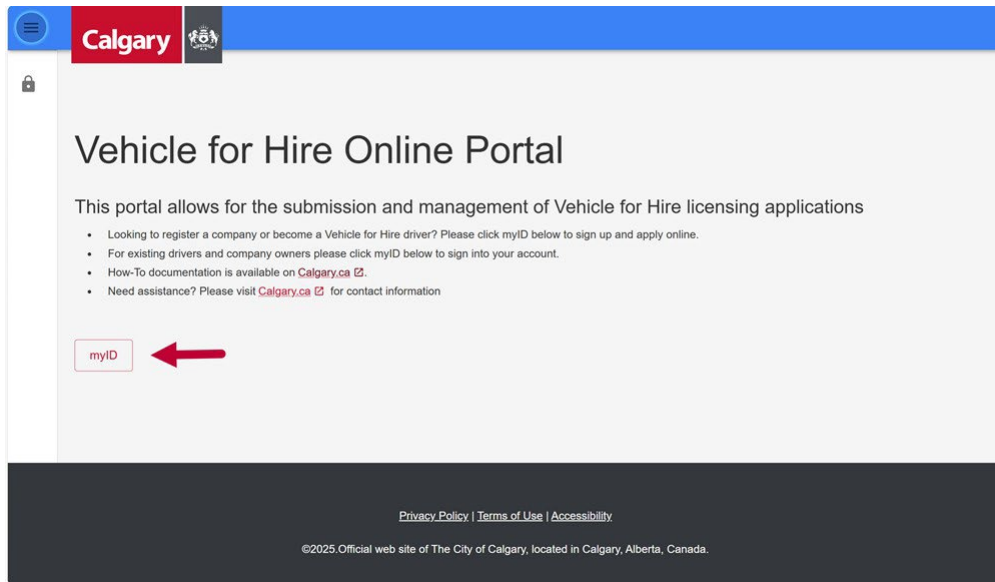
You can see in your profile that the application has been approved and licensed.

15. Click the *Download licence* icon to download your Brokerage licence.

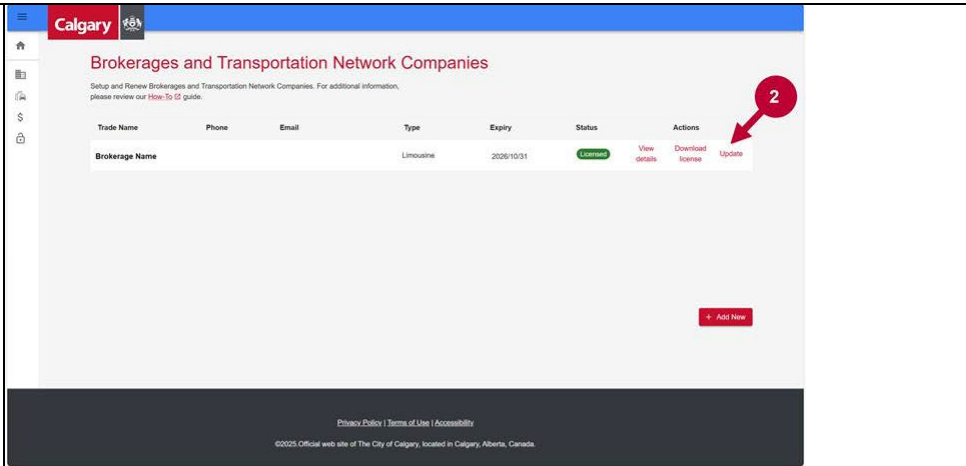


1.4 Updating Company Information

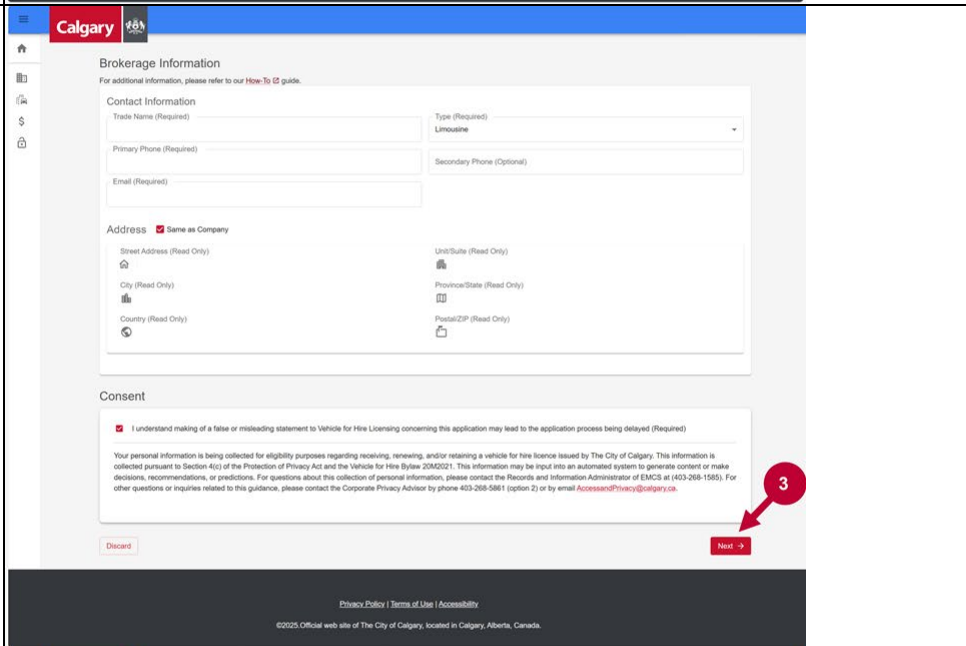
Go to the [Vehicle for Hire Online Portal](https://vehicleforhire.calgary.ca) (vehicleforhire.calgary.ca) and select *myID* to sign in.



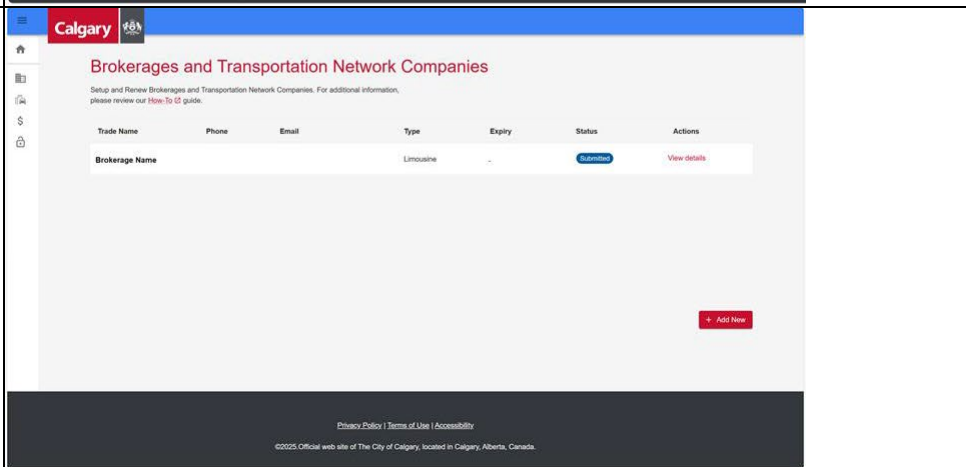
2. Select to edit/update the information on your business.



3. Make all required changes, select the Consent, and then click Next.



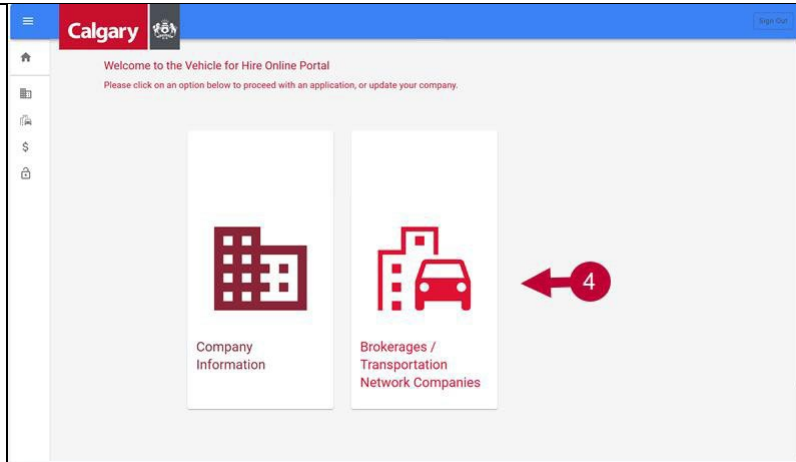
You can see in your profile that the application has been submitted.



If your Change Application includes an address change within Calgary, you will receive an email notifying you that a Vehicle for Hire Officer will schedule an appointment with you for an inspection.

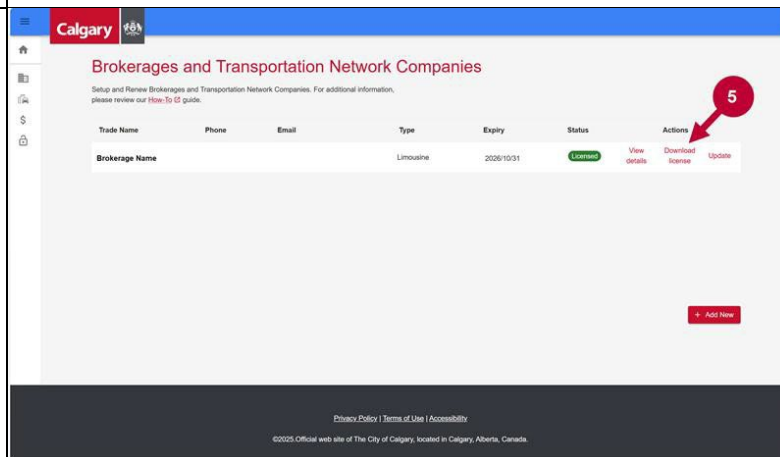
Once the inspection has been completed and the application has been approved, you will receive an email.

4. Log in to the [Vehicle for Hire Online Portal](#) and select Brokerages / Transportation Network Companies.



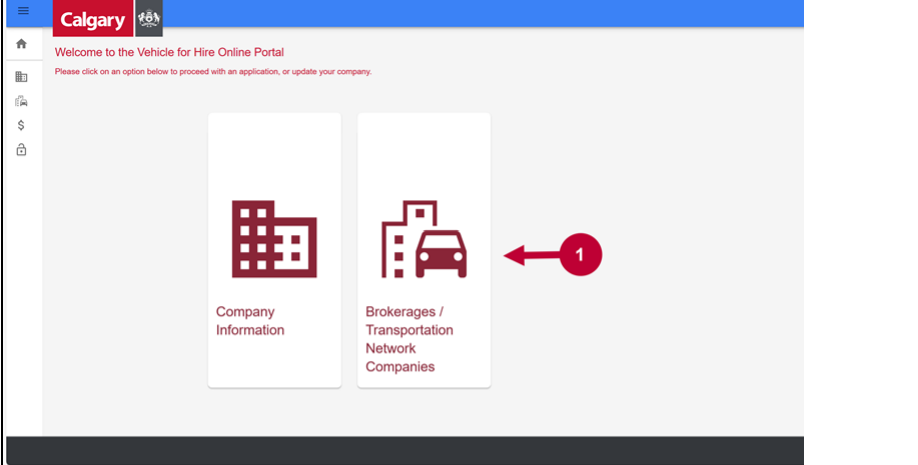
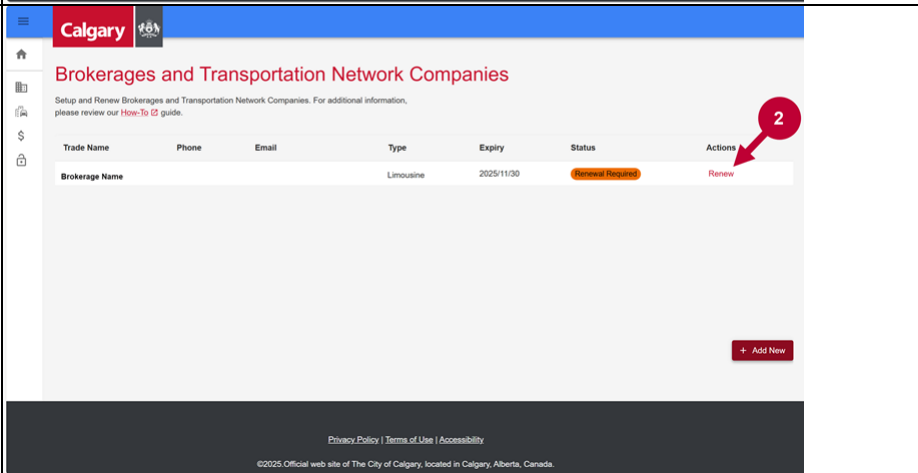
5. You can see the updated information in your dashboard.

Click the *Download licence* icon to download your Brokerage licence.



1.5 Renewing Your Annual Licence

You can renew your licence up to one month ahead and within 30 days after the expiry date.

<p>1. Log in to the Vehicle for Hire Online Portal and select Brokerages / Transportation Network Companies.</p>	
<p>2. You will see your licence requires renewal. Click <i>Renew</i>.</p>	

3. Complete the renewal form the same way as the original licence application.

Verify the contact information is correct, answer all the questions from the questionnaire, upload all the required documents, click the Consent, and then click *Next*.

Calgary

Brokerage Information

For additional information, please refer to our [How-To](#) guide.

Contact Information

Trade Name (Required) _____ Type (Required)
Limousine

Primary Phone (Required) _____ Secondary Phone (Optional) _____

Email (Required) _____

Address Same as Company

Street Address (Read Only) _____ Unit/Suite (Read Only) _____

City (Read Only) _____ Province/State (Read Only) _____

Country (Read Only) _____ Postal/ZIP (Read Only) _____

Brokerage Questions

Please answer the following questions with as much detail as possible. Note that these questions are in direct relation to [Vehicle for Hire Bylaw](#) 20M2021.

- Section 77
- Section 81
- Section 82
- Section 83
- Section 84

Supporting Documents

Based on brokerage type **Limousine**, please provide the following documents:
Allowed file types: PDF, PNG, JPG, JPEG, GIF, TIFF. Maximum file size: 20MB.

Corporate Search (Required)
Dated within 30 days.
Corporate Search.pdf

Proof of Insurance (Required)
Proof of Insurance.pdf

Home Occupation Permit
Home Occupation Permit.pdf

Examples of Written Agreements / Contracts (Required)
Example of Written Contracts.pdf

Consent

I understand making of a false or misleading statement to Vehicle for Hire Licensing concerning this application may lead to the application process being delayed (Required)

Your personal information is being collected for eligibility purposes regarding receiving, renewing, and/or retaining a vehicle for hire licence issued by The City of Calgary. This information is collected pursuant to Section 4(1) of the Protection of Privacy Act and the Vehicle for Hire Bylaw 20M2021. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. For questions about this collection of personal information, please contact the Records and Information Administrator of EMCS at (403-268-1585). For other questions or inquiries related to this guidance, please contact the Corporate Privacy Advisor by phone 403-268-0811 (option 2) or by email AccessandPrivacy@calgary.ca.

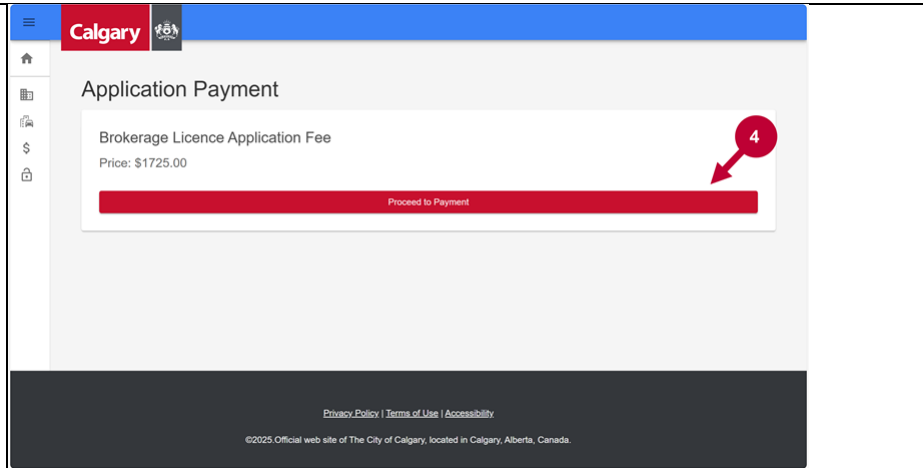
Discard Save and Continue Later **Next** →

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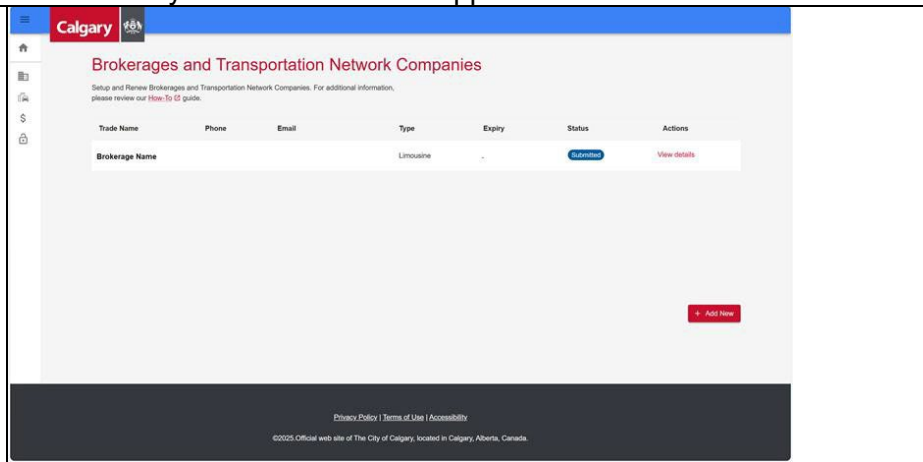
4. Click *Proceed to Payment*.

Complete the online payment process.



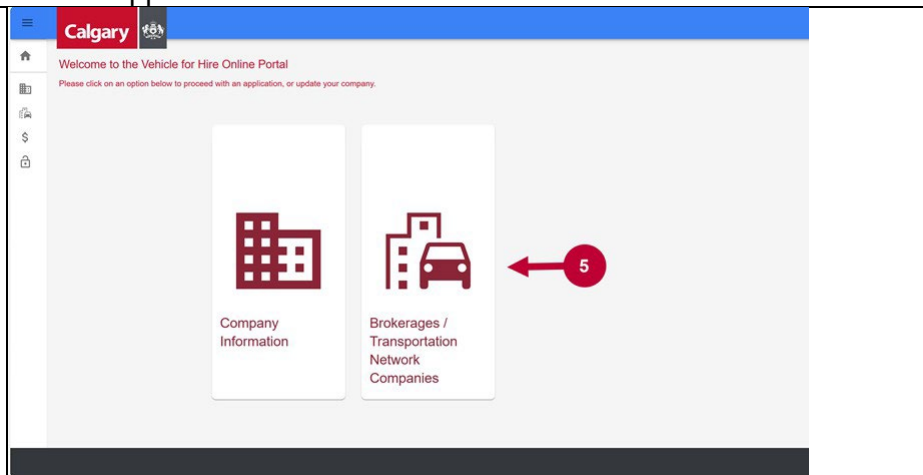
Once the transaction is approved, the system sends notification to Vehicle for Hire Licensing. You will receive an email once they have reviewed the application.

You can see in your profile that the application has been submitted.



Once your application has been reviewed and approved, you will receive an email that your renewal application has been approved.

5. Log in to the [Vehicle for Hire Online Portal](#) and select Brokerages / Transportation Network Companies.



6. Click *Download licence* to download your Brokerage licence.

