



Town of Nags Head

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July 2023 STEPS TO OBTAIN VEHICLE FOR HIRE LICENSE (Taxicab Business/Limousine Business)

(From Town Code, Chapter 46)
(Last adopted – November 2010)
(Last adopted rate increase – April 2022)

1. **Applicant For Taxi/Limo Business** -
 - Fill out application – signed by applicant and Town Clerk
 - Provide proof of vehicle liability insurance; Provide copy of driver's license
 - Pay \$50.00 application fee (both limos and taxis)
 - (Note – Taxi/Limo drivers pay add'l \$90 for fingerprints for a driver permit)

2. **Town Clerk** -
 - Forward application to Police Dept – Greg South - for investigation

 - Within 10 days of application, notice of application posted on bulletin board and forwarded to all who hold certificates with the Town

 - Notice to include: Name of applicant; Date of filing of application; That any objections must be made in writing to the TM within 20 days of application filing date; That the Town Manager will grant/deny application within 30 days

3. **Police Dept** -
 - Forwards investigation results to Town Clerk's Office

4. **Town Manager** -
 - Town Manager receives report from Police Dept of investigation results within 20 days of application filing date

 - Town Manager reviews and provides decision to Town Clerk not less than 20 nor more than 30 days after application filing date

5. **If approved** -
 - Town Clerk sends letter of approval to applicant explaining that applicant needs to contact Tax Collector to receive business license – fee is \$15/vehicle for both taxi-cab business and limo business

6. **If denied** -
 - Town Clerk sends letter of denial to applicant explaining appeal procedures – applicant may appeal to Board of Commissioners by filing a notice of appeal (on Town form) with the Town Clerk within 10 days of the action being appealed