



Town of Nags Head

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

(From Town Code, Chapter 46)

(Last adopted – November 3, 2010)

(Last modified – November 5, 2014)

1. **Applicant**
 - Fill out application – signed by applicant and Town Clerk
 - Provide proof of vehicle liability insurance
 - Pay \$50.00 application fee (both limos and taxis)

2. **Town Clerk**
 - Forward application to Town Manager Cliff Ogburn for review
 - Forward application to Police Dept – Chris Montgomery 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 TM will grant/deny application within 30 days

3. **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

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

5. **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