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## **Transportation Network Companies (TNC) License Application Requirements Checklist**

The City of Saint Paul licenses and regulates Transportation Network Company (TNC) businesses. To review all TNC license requirements, the City of Saint Paul Legislative Code (Chapter 373 Transportation Network Companies) is available online at [www.stpaul.gov](http://www.stpaul.gov) and [www.municode.com](http://www.municode.com). Additional items for review, licenses and /or permits not listed may be required depending upon your proposed business plan and location.

**All of the following items must be submitted before an application is deemed complete for consideration:**

- 1. License Fee Payment**  
Transportation Network Company                      \$41,115.00
  
- 2. City of St Paul Class N License Application**  
An application must be completed by the sole owner, by each partner, corporate offices, and/or by each person who has interest in excess of 25% in the corporation and/or association in which the name of the license will be issued.  
<http://www.stpaul.gov/DocumentCenter/Home/View/3437>
  
- 3. Certificate of Compliance Minnesota Workers' Compensation Law**
  
- 4. Corporate Documentation**  
If incorporated or partnership, provide:
  - Copy of your company's Certificate of Incorporation from the Minnesota Secretary of State (SOS) or proof of current registration with the SOS demonstrating you have legal authorization to operate within Minnesota;
  - Signed statement listing the owners of the corporation (including the percentage of ownership held by each individual).
  
- 5. Business Plan Addendum**
  
- 6. Zoning Summary Sheet - with Site Plan**  
Applicable only if Place of Business, office(s), storage, etc. located in Saint Paul proper.
  
- 7. Photo(s) of Distinctive Trade Dress**  
Trade dress must be readable during daylight hours at a distance of at least 50 feet; and reflective, illuminated or otherwise patently visible so as to be seen in darkness, and to identify that a particular vehicle is associated with a particular licensee.

**8. Copy of Driver Identification Card**

Includes first name and photograph of driver attached to identification card and/or to electronic display for mobile device during TNC ride.

**9. Driver Training Course and Facilities**

Course and facility must be approved by the DSI Director.

- Training programs submitted for DSI Director approval shall be designed to enhance the proficiency of drivers in all aspects of for-hire driving and shall include topics such as: geography, street systems & landmark locations in metropolitan region; traffic & TNC licensing laws; vehicle safety & maintenance; driver & passenger safety; driver code of conduct; customer relations; TNC pricing & ride procedures; accommodation of patrons with disabilities. A course description, protocols and standards must be submitted for review. Testing is required to validate driver's demonstrated understanding of training criteria and a completion certificate must be provided to the driver once course completed. Courses taught by an instructor in a "classroom" setting must have video and audio presentation capability and adequate space to administer tests. For online training programs, login access must be granted to the DSI Director.

**10. Copy of Intoxicating Substance Policy**

**11. Insurance Documentation – Pre-Arranged Rides**

- Official documentation evidencing primary liability insurance coverage secured for each driver participating in the transportation network for incidents involving the driver during a prearranged ride in the amount of at least \$1,000,000.00 per occurrence and providing coverage at all times the driver is engaged in a prearranged ride.

**12. Insurance Documentation – Logged In, Not Pre-Arranged Ride**

- Official documentation evidencing that insurance coverage(s) required in Chapter 373 secured for the period of time when a driver is logged into a transportation network company's digital network but is not engaged in a prearranged ride.

**13. Vehicle Inspection Facilities**

List of vendors/facilities where mechanical inspections will be conducted.

- Inspections may be conducted at a City of Minneapolis or City of St. Paul owned facility, a taxicab service company owned facility approved by the DSI Director, or a privately owned, public motor vehicle repair garage approved by the DSI Director.
  - To qualify as an approved inspection facility, the facility must employ an ASE Certified Automotive Technician who will sign the inspection form and have the facilities to perform a "wheels off" inspection and be able to inspect the under carriage of the vehicle by means of a hoist or lift.