

CITY OF CHICAGO

RULES



PEDICAB RULES

Effective: September 2, 2025



PEDICABS RULES

AUTHORITY

BY THE AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION PURSUANT TO CHAPTERS 2-25 AND 9-110 OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES REGARDING PEDICABS ARE PROMULGATED AND ADOPTED HEREIN.

By Order of the BACP Commissioner:

Signed: Ivan J. Capfali
Commissioner Ivan Capfali Date: 8/29/25

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PEDICABS RULES
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PEDICABS RULES AND REGULATIONS

ARTICLE 1 - DEFINITIONS

The terms defined in Chapter 9-110 of the Municipal Code of Chicago (MCC) shall have the same meaning in these Rules. In addition, terms defined in MCC Chapters 9-4, 9-48, and 9-52 of the Municipal Code of Chicago are incorporated by reference into these Rules.

“Authorized personnel” means personnel working for any of the following departments: Department of Business Affairs and Consumer Protection (BACP), Chicago Department of Aviation (CDA), Chicago Police Department (CPD), Office of Emergency Management and Communications (OEMC), Chicago Department of Transportation (CDOT), or Metropolitan Pier and Exposition Authority (MPERA), as well as City of Chicago contractors authorized to manage and direct operations for events or venues within the City of Chicago.

“BACP” or “Department” means the City of Chicago Department of Business Affairs and Consumer Protection.

“Commercial advertising” means paid advertising which promotes a business, goods or services for the purpose of proposing a commercial transaction and creating a potential financial benefit as a result of the exposure of such business, goods or services.

“Hard card” means a laminated license certificate card issued by BACP.

“License term” means the period of time beginning April 1 and ending March 31 in any given year.

“Operate” means any operation of a pedicab vehicle in the City of Chicago.

“MCC” and **“Code”** mean and refer to the Municipal Code of Chicago.

“Unibody” means a pedicab design in which the frame and body form a single, continuous, load-bearing structure. The operator’s platform, passenger compartment, and support components must be permanently joined and structurally integrated. Bolt-on or detachable frame elements do not meet this standard.

ARTICLE 2 – RULES

I. PEDICAB VEHICLE AND PEDICAB CHAUFFEUR LICENSING

RULE PED1.01 Pedicab Vehicle License

- a. Pursuant to MCC 9-110-030, application for issuance or renewal of a pedicab vehicle license shall be made on forms provided by the Department and shall contain the information required under Chapter 9-110 of the MCC, these Rules, and any other information that the Commissioner may require. No person shall operate a pedicab business without a current active Department-issued pedicab vehicle license. BACP will accept pedicab vehicle license renewal applications beginning two months prior to the expiration date listed on the license decal.
- b. Pursuant to MCC 9-110-060(d), and starting for the pedicab vehicle license term beginning on April 1, 2026, all new applicants for a pedicab vehicle license must attest on the license application form that the pedicab in question is of a unibody construction.
- c. Pursuant to MCC 9-110-060(c), pedicab vehicle license applicants shall bear the responsibility for all costs associated with the application, including, but not limited to, background checks.
- d. Pursuant to MCC 9-110-090(d), no more than 200 pedicab vehicle licenses may be issued at any time. Any person wishing to apply for a pedicab vehicle license must first join the waitlist by submitting a “Pedicab License Waiting List Application” (referred to in this Rule PED1.01(e) as a “Waitlist Form”) available at Chicago.gov/PublicVehicles. The waitlist process shall proceed as follows:
 1. Each applicant may submit only one Waitlist Form per driver’s license number. Submission of multiple Waitlist Forms – including indirectly and through separate legal entities – is prohibited.
 2. Waitlist positions are non-transferable and shall not be assigned, sold, or otherwise transferred to any third party.
 3. In order by Waitlist Form submission date, the Department will notify those who have submitted a Waitlist Form when a pedicab vehicle license becomes available for issuance and provide a pedicab vehicle license application form for completion and submission by the applicant.
 4. Applicants who submit a Waitlist Form must comply with the deadlines and directives specified on the Waitlist Form and meet all requirements

for issuance of a pedicab vehicle license to be eligible for an available pedicab vehicle license.

- e. A pedicab vehicle licensee may surrender their pedicab vehicle license when not operating (vacation, illness, etc.). A pedicab vehicle licensee must complete a Department “License Surrender Form” and bring in their current pedicab vehicle hard card, decal and license plate to the Department’s Public Passenger Vehicle Licensing Facility at 2350 W. Ogden Ave., Chicago, Illinois. Surrendering the pedicab vehicle license does not extend the term of the license. A pedicab vehicle licensee must renew their license pursuant to MCC 9-110 and these Rules.
- f. Loss or theft of a pedicab vehicle hard card, decal and/or license plate shall be reported immediately to the Department in writing on a form prescribed by the Commissioner. The pedicab vehicle licensee shall submit to the Department a copy of the report filed with the Chicago Police Department (or other police department if the license is lost or stolen out of Chicago) reporting the loss or theft of the pedicab vehicle hard card, decal and/or license plate. All licensees seeking to surrender their pedicab vehicle license pursuant to Rule PED1.01(b) must submit this report in place of any missing hard card, deal, or license plate.
- g. Pursuant to MCC 9-110-176, a pedicab vehicle licensee shall notify the Department in writing of any change to information previously supplied to the Department including, but not limited to, change of pedicab appearance or color. The pedicab vehicle licensee will submit any requested documentation or photographs that the Commissioner may require to document the change.

RULE PED1.02 Pedicab Chauffeur License

- a. Pursuant to 9-110-130(a)(4), an application for issuance or renewal of a pedicab chauffeur license shall be made on forms provided by the Department and shall contain the information required under Chapter 9-110 of the MCC, these Rules, and any other information that the Commissioner may require. BACP will accept pedicab chauffeur license renewal applications beginning two months prior to the end of the license term.
- b. A pedicab chauffeur licensee may surrender their pedicab chauffeur license when not operating the license (vacation, illness, etc.). A pedicab chauffeur licensee must complete a Department “License Surrender Form” and bring in their pedicab chauffeur license card to the to the Department’s Public Passenger Vehicle Licensing Facility at 2350 W. Ogden Ave., Chicago, Illinois. Surrendering the pedicab chauffeur license does not extend the term of the license. A pedicab chauffeur licensee must renew their license pursuant to MCC Chapter 9-110 and these Rules.

- c. Loss or theft of a pedicab chauffeur license card shall be reported immediately to the Department in writing. The pedicab chauffeur licensee shall submit to the Department a copy of the report filed with the Chicago Police Department (or other police department if the license is lost or stolen outside of the City of Chicago) reporting the loss or theft of the pedicab chauffeur license card. All licensees seeking to surrender their pedicab chauffeur license pursuant to Rule PED1.02(b) must submit this report in place of any missing license.
- d. Pedicab chauffeurs who do not have a current, valid state-issued driver's license must surrender their chauffeur license to the Department and supply the Department with any information required by the Commissioner. Pursuant to MCC 9-110-150(b)(5) and 9-110-176, a pedicab chauffeur licensee shall notify the Department in writing within three business days when:
 - 1. there is a change to their legal name or current residence; or
 - 2. their state-issued driver's license is not active or in good standing.

there is any other change to their state-issued driver's license including a change in the state issuing the driver's license.
- e. Pursuant to MCC 9-110-130(b)(5) and 9-110-135(c), an applicant for a pedicab chauffeur license must pass a Department-approved pedicab chauffeur license examination. An applicant who, while taking the examination, engages in dishonest conduct shall have their application for the license denied. Examples of dishonest conduct include but are not limited to unauthorized notes, talking to another during the exam, use of electronic devices, or having another person take the exam in their place.

II. RECORDS AND REPORTING

RULE PED2.01 Pedicab Vehicle Operating Records

- a. A pedicab vehicle licensee shall only allow a City of Chicago licensed pedicab chauffeur to operate their pedicab vehicle.
- b. If a pedicab vehicle licensee allows a pedicab chauffeur to operate their pedicab, the pedicab vehicle licensee shall document and track the licensed chauffeur's name, date, and time that a pedicab chauffeur is operating their pedicab vehicle. The pedicab vehicle licensee shall document this information in a lease agreement, contract, or employment record. The licensee shall provide a copy of any leases, contracts or other agreements to the Commissioner or other Authorized Personnel within three (3) business days of the request.

- c. A lease agreement or contract shall be dated and include: (1) the pedicab vehicle licensee's name, (2) the pedicab vehicle license number, (3) the pedicab chauffeur's name, (4) the pedicab chauffeur's license number, (5) the start and end date(s) and time(s) of the lease agreement or contract, and (6) the address where the pedicab is stored. The lease agreement or contract may include a photo or other image of the public chauffeur. Pedicab leases and contracts must be signed by both pedicab vehicle and pedicab chauffeur licensees.
- d. The pedicab chauffeur must keep a copy of the current lease, contract, or other agreement in the pedicab during operation.
- e. If the pedicab chauffeur is an employee of the pedicab vehicle licensee, the pedicab chauffeur must keep proof of the current employee-employer relationship in the pedicab during operation. The proof may be a letter or employment identification card.
- f. A pedicab vehicle licensee operating their own BACP-licensed pedicab vehicle is exempt from the above lease or contract requirements.

RULE PED2.02 Notification of Accidents Relating to Pedicab Operations

- a. Written notification of an accident or crash during operation of a pedicab must be provided to the Department within three (3) business days of the accident or crash. Licensee must include a copy of the police or accident report and a copy of any citations issued to the Licensee. Licensee must supply any additional information requested by the Department within 24 business hours.
- b. If any person sustains an injury requiring medical treatment or dies in an accident or crash related to pedicab operations, the pedicab vehicle licensee or pedicab chauffeur shall immediately notify the Department in writing. This written notification shall include the date, time, and a description of the accident. BACP will accept written notification by email to BACPPV@cityofchicago.org. Licensee must supply any additional information requested by the Department within three (3) business days.

RULE PED2.03 Maintenance and Production of Records

- a. A licensee engaged in a pedicab business shall maintain accurate records, including lease agreements, contracts, employment agreements, and accident reports, consistent with the provisions of MCC 9-110-100 and these Rules. Records must include the address where the pedicab is stored when not in use.

- b. Upon request by authorized personnel, pedicab vehicle licensees shall produce and make available lease agreements, employment agreements, documents, books, or records within three (3) business days.

III. PEDICAB VEHICLE REQUIREMENTS

RULE PED3.01 Pedicab Vehicle Safety

- a. Pedicab vehicle licensees, pedicab chauffeurs, and pedicab vehicles shall comply with all applicable Federal, State and City laws, including, but not limited to: 15 U.S.C. Section 2085, 625 ILCS 5/11-1501 et seq (Bicycles), and MCC Chapters 9-48, 9-52 and 9-110.
- b. No pedicab shall not be operated unless it is maintained in a safe and sanitary condition at all times. Effective with the pedicab vehicle license term beginning April 1, 2026, no new applicant shall be eligible for a pedicab vehicle license unless the pedicab is constructed with a unibody design. This requirement shall also apply to current licensees who fully replace their existing licensed pedicab.
- c. Pedicab interiors must be kept free of objects or debris which may harm a person or damage or transfer to a person's clothing.
- d. Upon request by authorized personnel, a pedicab vehicle licensee shall submit their pedicab vehicle for inspection either immediately on the street or at a designated location or facility at the date and time provided by the authorized personnel.

RULE PED3.02 Pedicab Music, Amplified Sound, and Noise and Vibration Control

Pedicab vehicle licensees and pedicab chauffeurs shall not use or permit the use of any device or instrument that creates or amplifies sound that is louder than authorized under the Chicago Noise Ordinance (MCC 8-32). All devices emitting sound must also comply with MCC 9-110-150(d), including its prohibition on amplified sound when the pedicab is not carrying passengers.

RULE PED3.03 Multipurpose Pedaled Vehicles

"Multipurpose Pedaled Vehicle" means a vehicle, including, but not limited to, a quadricycle, propelled in whole or part by human power with passengers sitting

forward, backward or sideways. Vehicles that include pedaled power provided by one or more passengers are considered Multipurpose Pedaled Vehicles.

Multipurpose Pedaled Vehicles are not pedicabs as defined in MCC 9-110 and are not public passenger vehicles as defined in MCC 9-114. BACP does not license Multipurpose Pedaled Vehicles.

RULE PED3.04 Pedal Pubs

A “Pedal Pub” is a vehicle powered by passengers pedaling and/or a pedal assist or other type of motor while a designated driver steers. They are also known as “bier bikes,” “beer bikes,” “party bikes,” “pedal buses,” and “pedal cars.”

Pedal Pubs are not pedicabs as defined by MCC 9-110 and are not public passenger vehicles as defined by MCC 9-114. BACP does not license Pedal Pubs.

IV. INFORMATION AND ADVERTISING DISPLAYED ON PEDICAB VEHICLES

RULE PED4.01 Required Display of Pedicab Vehicle License Insignia

- a. Pedicab vehicle licensees shall affix the Department-issued current license plate to the rear of their licensed pedicab in such a way that the plate is readable and free and clear of all obstructions. Affixing a Department-issued pedicab license plate or decal to an unlicensed pedicab is considered a violation of MCC 9-110-020 and a deceptive practice in violation of MCC 2-25-090.
- b. Pursuant to MCC 9-110-090(a), pedicab vehicle licensees shall affix the Department-issued current pedicab vehicle license decal to the pedicab license plate on the right-hand side of the plate after the license number, as illustrated below.



- c. Pedicab vehicle licensees must ensure that the current Department-issued Pedicab hard card is clearly displayed with its front side exposed. The hard card should be visible and evident to passengers and authorized personnel. Pedicab chauffeurs must produce the pedicab hard card upon request by authorized personnel.

RULE PED4.02 Public Safety/311 Sticker

- a. Pedicab vehicle licensees shall affix the Department-issued "311" sticker to the pedicab in a manner that makes the sticker visible to the public.
- b. The fee for the replacement of the "311" sticker is one dollar per sticker.

RULE PED4.03 Required Signage and Information on Pedicab.

- a. **Serial Number** – Pedicab vehicle licensees shall ensure that each of their pedicab vehicles has a unique serial number permanently affixed to or inscribed on the bottom bracket of the pedicab in a manner that makes it easily viewable upon inspection by authorized personnel. Serial numbers permanently affixed or inscribed under the frame, or in a manner that requires the pedicab vehicle to be flipped or overturned, shall be considered noncompliant.
- b. **Pedicab Number** – Pursuant to MCC 9-110-090(f), each pedicab vehicle license is required to paint or affix the pedicab license decal number to both sides and the back of each vehicle. When painting the number is not practical, the licensee shall affix the number to the pedicab by any reasonable and safe means that does not obstruct any other required posting or licenses. The number should be a size that is conspicuous to anyone entering or exiting the Pedicab.
- c. **General Information and Signage Requirements** – Each pedicab sign required by this Rule 4.03 shall comply with the following:
 1. An easily readable font (e.g., Arial Bold or Helvetica), in a size no less than 12pts, that makes the sign visible and legible, in a color to produce maximum contrast, and adequately spaced for maximum readability;
 2. The signs shall be laminated or protected with a clear plastic sheeting or other suitable material so that the text will not be destroyed, soiled, distorted or rendered illegible by water, snow or other conditions; and
 3. Nothing shall cover or obscure any Department required postings or licenses, or any postings required by any Federal, State, or City law.

- d. **Information Sign** – Pursuant to MCC 9-110-160(d), pedicab vehicle licensees shall ensure that each of their pedicab vehicles displays a sign that is visible and legible to seated passengers and contains the following information:
 - 1. Pedicab vehicle license number,
 - 2. Pedicab vehicle licensee name,
 - 3. Pedicab vehicle licensee's telephone number, and
 - 4. If applicable, pedicab vehicle licensee's email address and/or webpage URL.
- e. **Fare Schedule Sign**– Pursuant to MCC 9-110-160(a), fare signs that are visible to the public must be displayed whenever a pedicab is in operation. The fare rates shall be displayed in U.S. dollar amounts. The sign(s) shall be posted on the pedicab to be visible to both prospective and current riders. At minimum, the fare rate sign shall contain the following:
 - 1. How fares are calculated;
 - 2. Conditions or variations of service that change the fare; and
 - 3. A statement that no additional fees, such as tips or gratuities, may be demanded or charged.
- f. **Combined Signage** – The required rate sign and information sign may be combined into a single sign.

RULE PED4.04 Commercial Advertising Permits and Equipment

- a. Pursuant to MCC 9-110-155(a), no one may display commercial advertising on their pedicab vehicle without first obtaining a Department-issued public vehicle advertising permit. A pedicab vehicle licensee or City of Chicago licensed advertising vendor may apply and pay for a pedicab vehicle advertising permit for a specific pedicab vehicle using the online process at Chicago.gov/PublicVehicles.
- b. Pursuant to MCC 9-110-155(b), exterior advertising display equipment shall comply with the following specifications:
 - 1. Advertising equipment which alters the exterior manufactured body shape of the pedicab must be approved by BACP prior to installation

on the pedicab. Required signage, decals, or plates are not considered an alteration of the exterior body shape.

2. Advertising equipment that does not alter the exterior manufactured body shape of the pedicab vehicle may be displayed only if it is affixed in a safe and secure manner consistent with MCC 9-110-155 and these Rules.
- c. Advertising equipment and displays must be maintained in safe, clean, and undamaged condition.
- d. The following forms of Commercial Advertising may be grounds for suspension, revocation, rescission, or denial of an advertising display permit:
 1. Commercial Advertising that is untruthful;
 2. Commercial Advertising that is deceptive, fraudulent, promotes illegal activity, or is in violation of Federal, State, or City law;
 3. Commercial Advertising that is sexually explicit, defined as depicting genitals, pubic hair, buttocks, perineum and anal region, pubic hair region, or any portion of the female breast at or below the areola, whether such body parts are depicted as uncovered or less than completely and opaquely covered;
 4. Commercial Advertising that portrays graphic violence, such as through the depiction of human or animal bodies, body parts, or fetuses in states of mutilation, dismemberment, disfigurement, or decomposition; and
 5. Commercial Advertising that contains profane words, obscenities, or racial, ethnic, or sexual slurs or abusive epithets or phrases.
- e. The following are grounds for the immediate suspension of a pedicab vehicle advertising permit:
 1. Materially false or misleading information on an advertising permit application;
 2. An advertising display device that poses a risk to public safety; and
 3. Non-compliance with MCC 10-8-320(b), MCC 9-110-155, or these Rules.

f. Advertising Equipment – Insurance Requirements

1. **Insurance Required** – Pursuant to MCC 9-110-080, a pedicab vehicle licensee shall maintain the appropriate insurance on a per occurrence basis covering bodily injury, personal injury and property damage liability resulting from an occurrence arising out of or caused by the advertising equipment or from the issuance of the advertising permit. The insurance shall be maintained in full force and effect at all times throughout the duration of the advertising permit period or while the pedicab owner has the advertising equipment installed, mounted, or attached to the pedicab. Proof of insurance shall be kept in the pedicab vehicle and provided upon request by any Authorized Personnel.
2. **Indemnification** – Apart and separate from any insurance required under these Rules, the pedicab vehicle licensee shall indemnify, defend and hold harmless the City, its officers, agents or employees from any and all liability or claims arising from or relating to the advertising equipment or the issuance of the advertising permit.
3. **Certificate of Insurance** - Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) the coverage amount; (2) policy expiration date; (3) the BACP-issued public vehicle license number; and (4) a 10-day written “Notice of Cancellation” statement listing “BACP’s Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608” as the certificate holder and additional insured. When applicable, certificates must also include a statement that any vehicle modifications and/or additional equipment is covered by the insurance policy

V. PEDICAB CHAUFFEUR REQUIREMENTS

RULE PED5.01 Operation Restrictions

Pedicab chauffeurs must comply with the restrictions on the areas in which pedicabs may be operated set out in MCC 9-48-045.

RULE PED5.02 Public Safety and Traffic Management Directives

- a. To ensure public safety and traffic management at venues and events, authorized personnel may designate streets and areas for pedicab operation. Public safety and traffic management directives may be disseminated via the Department’s Public Vehicle Notices and published at Chicago.gov/PublicVehicles.

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- b. Pursuant to MCC 9-110-150(a), pedicab vehicle licenses and pedicab chauffeurs must comply with all public safety and traffic management directives issued by authorized personnel or by a representative of any other law enforcement agency.

RULE PED5.03 Pedicab Chauffeur Conduct

Pursuant to MCC 9-110-150(a), a pedicab chauffeur operating a pedicab, with or without passengers, shall:

- a. Maintain a professional demeanor and appearance.
- b. Not use profane language or gestures, racial or ethnic slurs, or insults against any person.
- c. Not assault, physically attack, or harm any person.
- d. Operate the pedicab in a safe and lawful manner at all times. Compliance with this Rule requires compliance with Articles 2 through 12 of the Rules of the Road of the Illinois Vehicle Code (625 ILCS 5/11-*et seq.*); all other Federal, State, and City law; and these Rules.
- e. Not operate a pedicab on any sidewalks.
- f. Not place, stage, stand or park a pedicab in a manner which disrupts the flow of vehicular, bicycle, or pedestrian traffic; and
- g. Remain in the pedicab at all times when it is on the public way, except when loading or unloading passengers.

RULE PED5.04 Passengers

- a. A pedicab chauffeur shall not transport more passengers than can safely fit and be transported in the pedicab, not to exceed four passengers pursuant to MCC 9-110-150(b)(8).
- b. A pedicab chauffeur may not allow passengers to board or exit the pedicab while it is in motion.
- c. A pedicab chauffeur utilizing a single seatbelt system for multiple passengers must do so in a manner that is safe and compatible with all passengers.

RULE PED5.05 Pedicab Chauffeur License Card Possession and Display

- a. In accordance with MCC 9-110-140(b), pedicab chauffeurs shall wear their pedicab chauffeur license card so the front side is visible when operating a pedicab. Pedicab chauffeur license cards must be tendered to authorized personnel upon request.
- b. As set out in MCC 9-110, the failure of a pedicab chauffeur to display or produce on demand their pedicab's chauffeur's license card shall be presumptive evidence that the pedicab chauffeur is not licensed.
- c. While operating a pedicab, pedicab chauffeurs are required to possess a valid state issued driver's license and tender it to authorized personnel upon request.
- d. Authorized personnel may confiscate a pedicab chauffeur license card if it is suspended, expired, or revoked or as part of an investigation, including, but not limited to, possible fraud or forgery of the license card or where the pedicab chauffeur is found to be in non-compliance with MCC 9-110, these Rules, or during the impoundment of a pedicab vehicle in use.

ARTICLE 3 –PENALTIES

VI. Penalties, Suspension, and Impound

RULE PED6.01 Penalties

- a. Each day that a violation of any of these Rules occurs or continues to occur shall be considered a separate offense.
- b. In addition to fines, restitution may be sought in instances where fares or payments are in dispute.

RULE PED6.02 Suspension

- a. Pursuant to MCC 9-110-170(b), the Commissioner may suspend any pedicab vehicle license or pedicab chauffeur license when a licensee has been found liable for 3 or more liable findings of violations of MCC 9-110 or these Rules during any given 1-year license term. The Commissioner shall take into account the severity of the offenses when deciding on the length of a suspension, but the suspension may not extend past the end of the current license term.

RULE PED6.03 Impoundment Generally

- a. CPD and the Department of Streets and Sanitation may impound a pedicab for any violation of Municipal Code Sections 9-110-020, 9-110-090, 9-110-110, or 9-110-150(b)(1), (2), (5), or (10) of this Code.
- b. Any pedicab that is not reclaimed within ten days after the expiration of: (i) the time during which the licensee may seek judicial review of the City's action under this section; or (ii) if judicial review is sought, the time at which a final judgment is rendered in favor of the City; or (iii) the time a final administrative decision is rendered against any licensee who is in default, may be disposed of as an unclaimed vehicle.

RULE PED6.04 Impoundment of Licensed Pedicabs.

- a. When a pedicab that is duly licensed by the Department is impounded, the Department will send notice of the impoundment to the licensee at the address on file with the Department. The notice will contain information about how the licensee can request a hearing at the Department of Administrative Hearings to challenge the alleged violation or pay the fine and towing and storage fees. The licensee must request a hearing at the Department of Administrative Hearings within 15 days of the date the Department mailed the notice to the licensee.
- b. In order to retrieve a licensed pedicab from impoundment, the pedicab owner must:
 1. Pay all fines and applicable fees, including those set out in MCC 2-14-132; and
 2. Present to Department of Streets and Sanitation personnel an active BACP-issued pedicab vehicle license and an order from the Department of Administrative Hearings showing that all fines related to the underlying offense have been paid, nonsuited, or otherwise satisfied.

RULE PED 6.05 Impoundment of Unlicensed Pedicabs

- a. When an unlicensed pedicab is impounded, CPD will provide notice of impoundment to the person operating the vehicle at the time of the impoundment. BACP will publish notice of the impoundment in a newspaper of general circulation for no fewer than 5 days. BACP will also post notices on the dedicated pedicab webpage available at Chicago.gov/PublicVehicles.

- b. The owner of an unlicensed pedicab who wishes to retrieve the pedicab from impoundment must first request a finding of ownership of the pedicab by presenting sufficient evidence of ownership to the Department within 10 business days of the last day of newspaper publication. If no alleged owner presents evidence of ownership within 10 business days of the last day of newspaper publication, the pedicab may be disposed of.
- c. The Department will accept the following evidence in support of a request for a finding of ownership:
 - 1. An insurance certificate for the pedicab that lists the owner; or
 - 2. A sworn affidavit attesting to ownership of the pedicab with supporting documentation. Such supporting documentation can include a bill of sale of the pedicab, registration of the pedicab with the State of Illinois or another state, or a lease for the pedicab.
- d. A person seeking a finding of ownership may submit the evidence in person, by U.S. mail, or by email.
 - 1. If in person or by U.S. mail: Department of Business Affairs and Consumer Protection, Attention Deputy Commissioner of Prosecutions and Adjudications, 121 North LaSalle Street, Room 805, Chicago, Illinois 60602
 - 2. If by email: BACP-Prosecutions@CityofChicago.org
- e. The Department will make an ownership determination within 10 days.
 - 1. If the Department determines that the evidence does not establish ownership, then the pedicab may be disposed of 10 days after the expiration of the time during which the alleged owner may seek judicial review of the Department's decision.
 - 2. If the Department makes a finding of ownership, the Department will notify the owner by certified mail of the ownership determination. The notice will contain information about how the licensee can request a hearing at the Department of Administrative Hearings to challenge the alleged violation or pay the fine and towing and storage fees. The licensee must request a hearing at the Department of Administrative Hearings within 15 days of the date the Department mailed the notice to the licensee.
- f. In order to retrieve an unlicensed pedicab from impoundment, the pedicab owner must:

1. Pay all fines and applicable fees as evidenced by receipt, including those set out in MCC 2-14-132; and
2. Present to the Department of Streets and Sanitation personnel an order from the Department of Administrative Hearings showing that all fines related to the underlying offense have been paid, nonsuited, or otherwise satisfied.