



TO: San Francisco Color Scheme Managers and Dispatch Permit Holders  
FROM: Philip Cranna, Enforcement and Legal Affairs Manager, SFMTA Taxi Services  
DATE: June 20, 2024  
SUBJECT: **Renewal of Color Scheme and Dispatch Service Permits**

A handwritten signature in black ink is positioned to the right of the subject line.

Color Scheme and/or Dispatch Service Permit managers:

I am writing to remind you that your permit(s) **expire on June 30, 2024**. There are only six business days left to complete your renewal. If you have any questions, please contact Mona Chiu at [mona.chiu@sfmta.com](mailto:mona.chiu@sfmta.com) or 415.646.2057.

**If you have not already done so, please complete your renewal process as soon as possible.** As a reminder, please ensure that you are compliant with the following where applicable:

Pursuant to 1103(g)(3), no **Color Scheme Permit** shall be renewed unless the Permit Holder files the following documents by May 1 of each year:

- (A) Current San Francisco business license;
- (B) Completed designated manager form(s);
- (C) Current list of all affiliated Drivers, Medallion Holders and type of Lease for each;
- (D) Insurance certificates demonstrating compliance with the insurance requirements of this Article for every vehicle and Medallion affiliated with the Color Scheme;
- (E) Copy of company drug-free workplace policy; and
- (F) Sworn statement attesting to compliance with this Article and applicable state and federal laws.

Pursuant to 1103(f)(3), no **Dispatch Service Permit** shall be renewed unless the Permit Holder files the following documents by May 1 of each year:

- (A) An updated emergency plan;
- (B) Insurance certificates demonstrating compliance with all required insurance;
- (C) Current San Francisco business license;
- (D) Signed agreement evidencing any corporate, partnership, limited liability, or other form of business organization recognized by the California Secretary of State, if applicable;
- (E) Dispatch Service telephone number;
- (F) Signed agreement with an approved E-Hail application provider; and
- (G) List of affiliated Color Schemes.

Pursuant to 1114(f)(5), no **Dispatch Service Permit** shall be renewed unless the Permit Holder files the following documents by May 1 of each year:

- (B) Completed Designated Manager Form;
- (D) Copy of company drug-free work- place policy;
- (F) Sworn statement attesting to compliance with this Article and applicable state and federal laws.



Renewal Fee for permit FY2024

Permit Type	For Permit Effective July 1, 2024
Color Scheme Renewal – 1 to 5 Medallions	\$1,248
Color Scheme Renewal – 6 to 15 Medallions	\$2,873
Color Scheme Renewal – 16 to 49 Medallions	\$6,520
Color Scheme Renewal – 50 to 149 Medallions	\$9,779
Color Scheme Renewal – 150 or more Medallions	\$13,039
Dispatch Renewal	\$9,034

- a. We will create an online invoice based on the medallions affiliated with your color scheme for you and will send an email to the designated manager.
- b. You can check the medallions affiliated with you in your portal. Choose "My Medallions" to view the list in your portal.