

Calgary



Vehicle-for-Hire Online Portal

Inspection Station User Guide

**EMCS
L&W**

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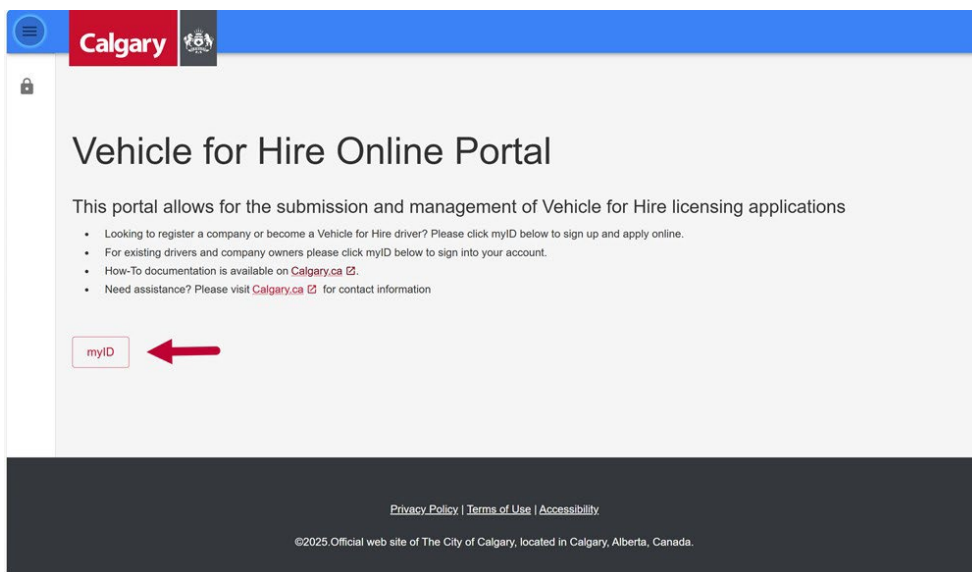
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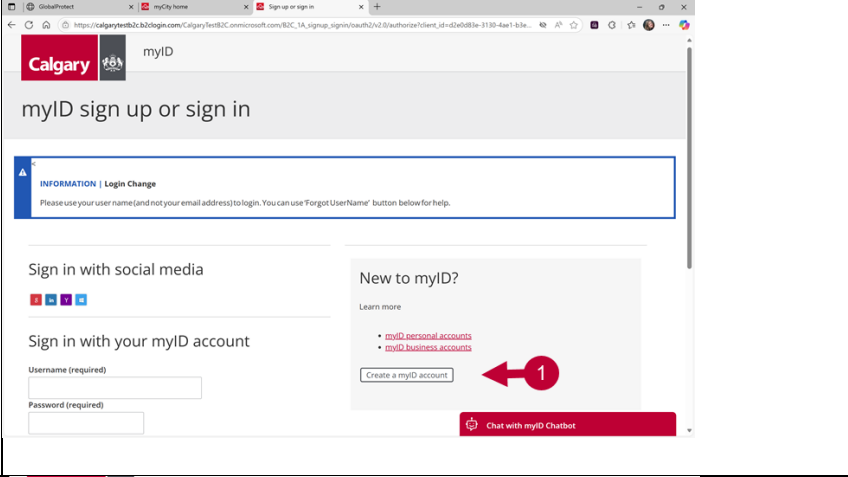
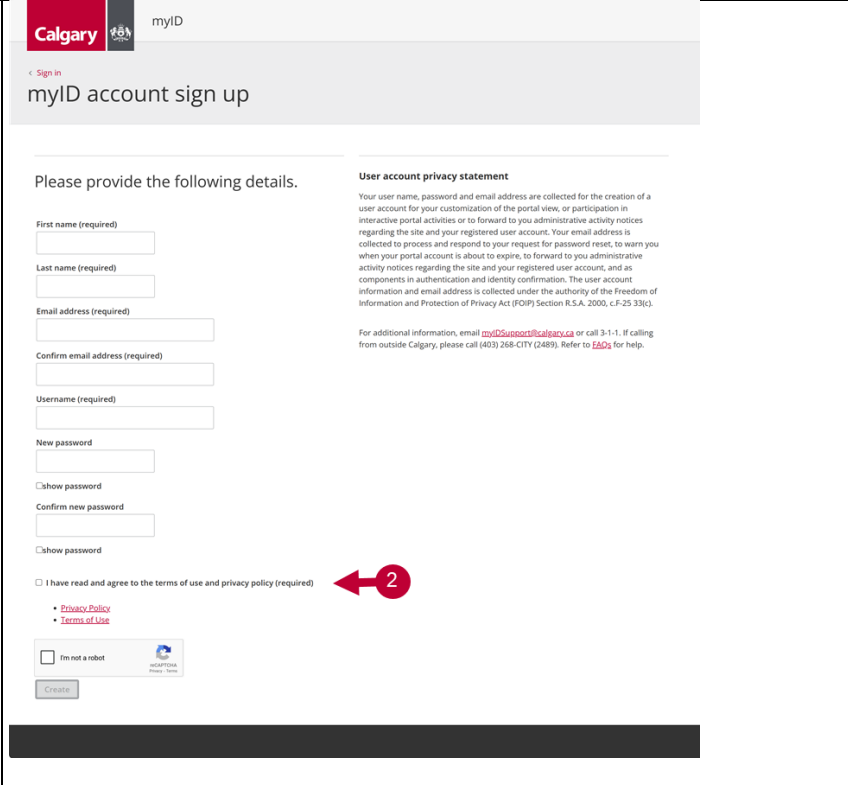
1.1 Setting Up a myID Account


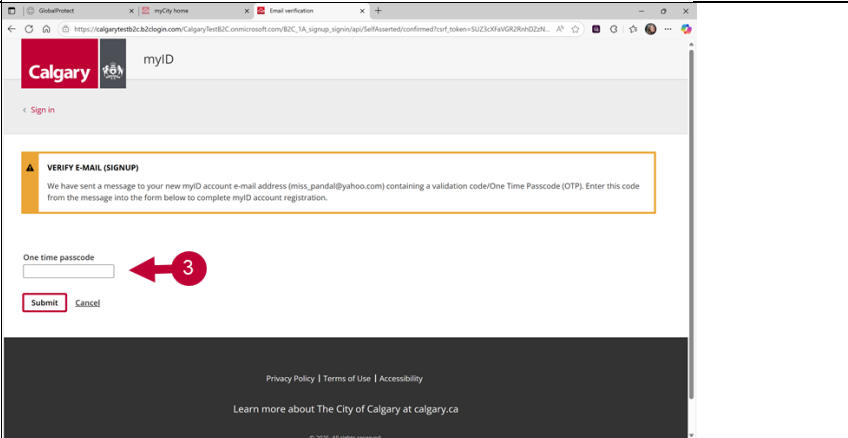
To access the Vehicle for Hire Online Portal, a company must register for a City of Calgary *myID* and *myID* Business Account.

If you already have a *myID* account but not a *myID* Business Account, please jump to *1.2 Setting Up a myID Business Account* below. If you already have both accounts, please jump to *1.3 Setting up a New Taxi or Limousine Brokerage*.

Go to the Vehicle for Hire [landing page](#) and choose *myID*. This will direct you to the *myID* sign up or sign in page.



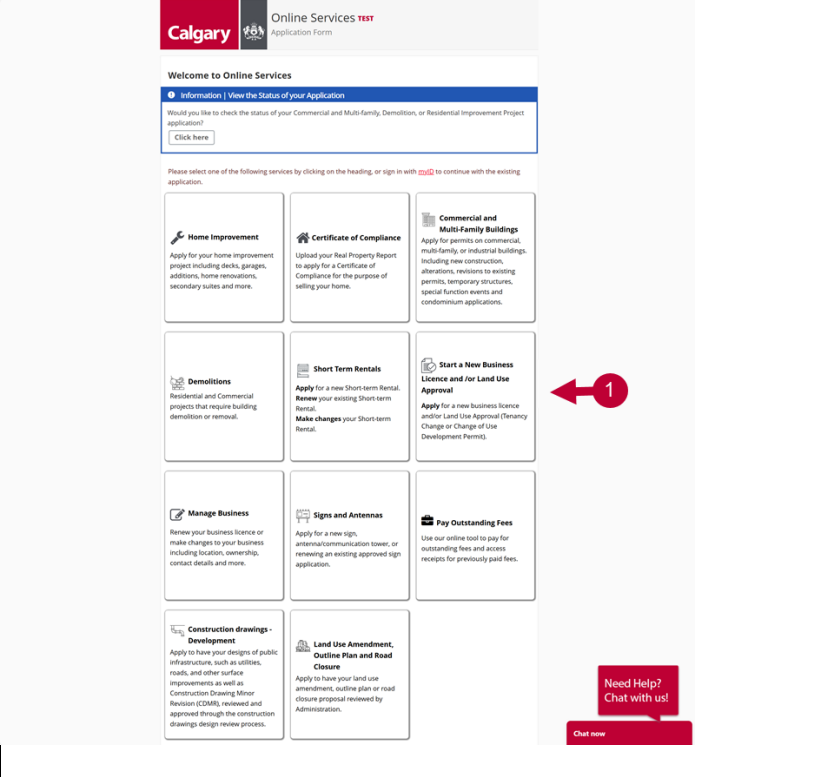
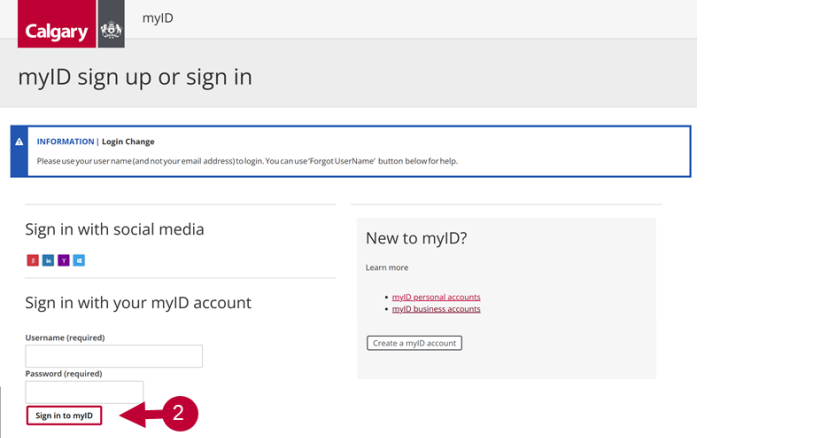
<p>You will need to create a <i>myID</i> personal account before you can create a business account.</p> <p>1. Select to Create a myID account.</p>	
<p>2. Complete all the required information in the form. Enter your first and last name, and your email address. Select a username. If the name is available, you will see this message:</p> <p>✔ Username is available</p> <p>If the username is not available, please select a different username. Select a password and then re-enter to confirm your password.</p> <p>Be sure to click the acknowledgement before the Captcha.</p>	

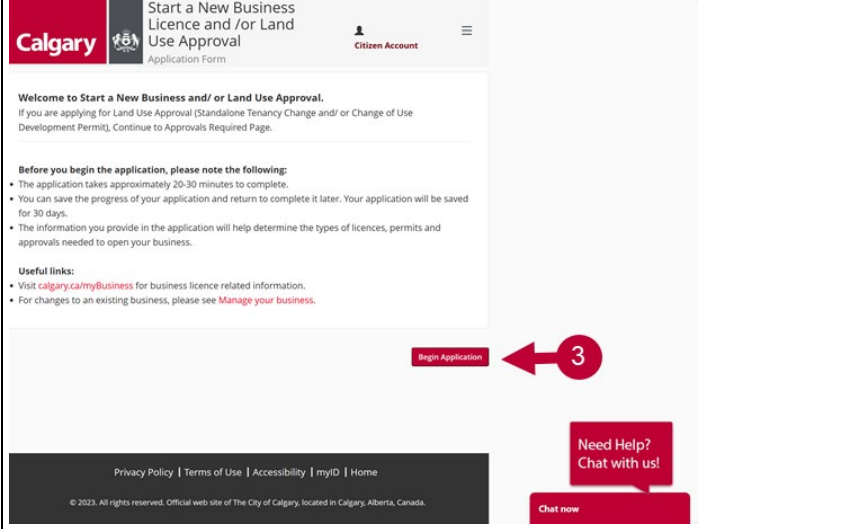
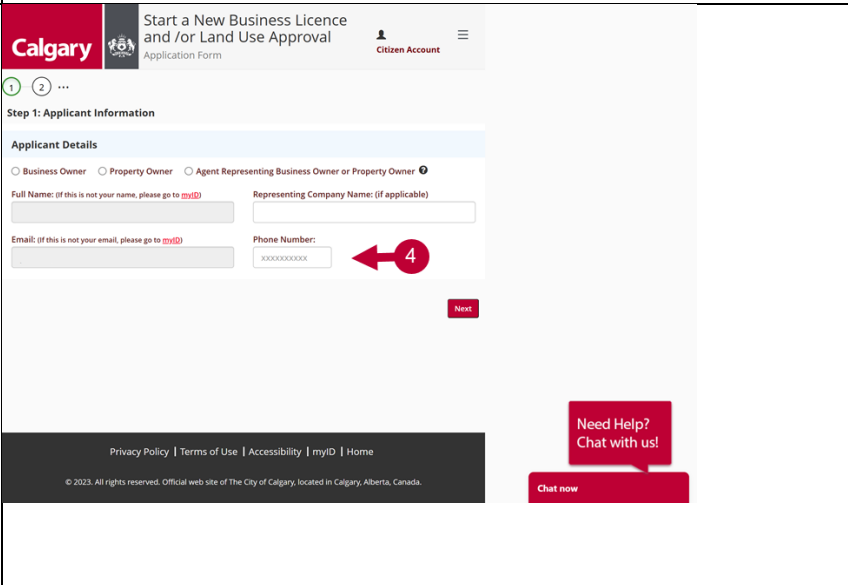
<p>After you click <i>Create</i>, the system will send a confirmation message to the email account you used.</p>	<p>Dear</p> <p>You have initiated the process of creating your a new City of Calgary myID account with Username:</p> <p>To complete this process, please enter the below validation code on myID to verify this email address.</p> <p>Validation Code:</p> <p>You will be prompted to provide this validation code every time you login to myID (or a partner business application) until you actually provide it once to get your email verified.</p> <p>Thanks,</p> <p>The City of Calgary</p> 
<p>3. Enter the Validation Code from the email and click <i>Submit</i>.</p>	
<p>You will then be redirected back to the <i>myID</i> sign up/sign in page from Step 1.</p>	

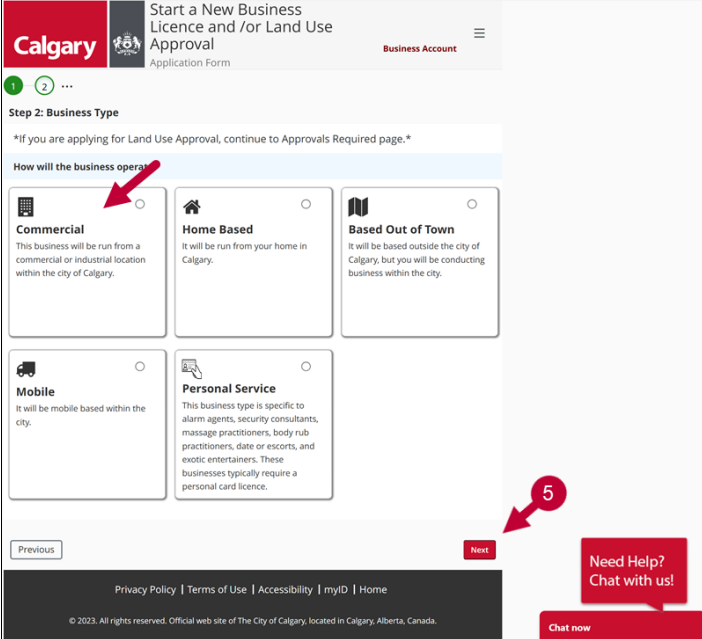
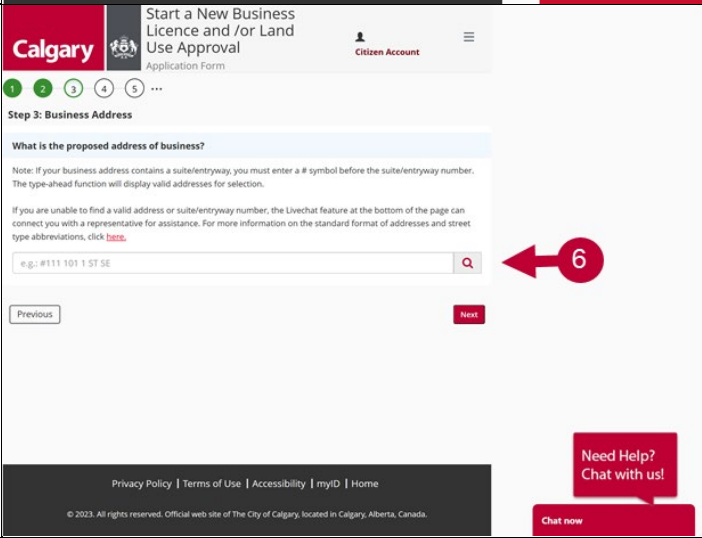
Once you have a *myID* Account, you will need to create a *myID* Business Account before you can access company information on the Vehicle for Hire Online Portal. If you already have a *myID* Business Account, please skip ahead to section *1.3 Setting up a New Inspection Station*.

1.2 Setting Up a myID Business Account

Go to the [Online Services](https://apply.calgary.ca/) page (https://apply.calgary.ca/).

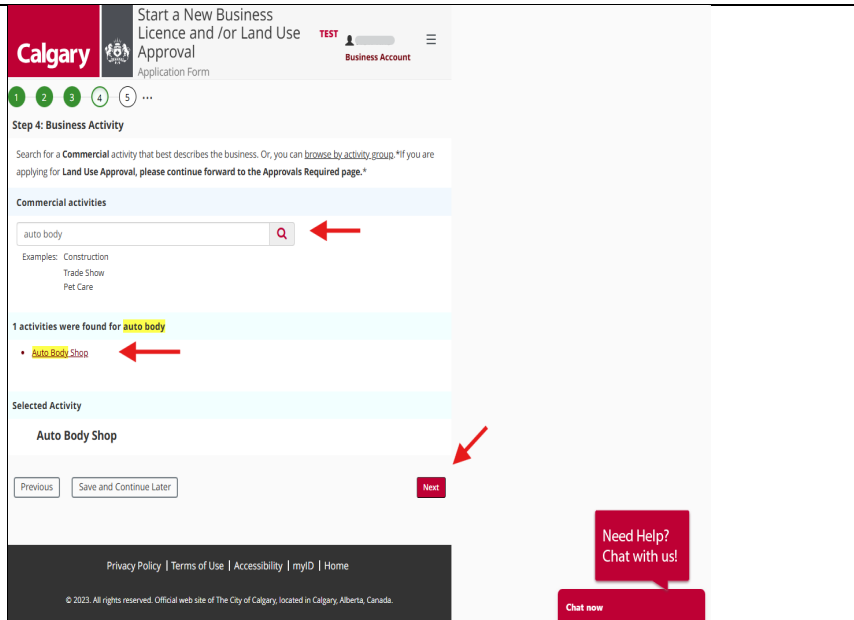
<p>1. Select to Start a New Business Licence and/or Land Use Approval.</p>	
<p>2. Enter your <i>myID</i> account and password, then click <i>Sign in to myID.</i></p>	

<p>3. Select to <i>Begin Application</i>.</p>	
<p>4. Your full name and email address will be automatically filled in. Select whether you are a Business Owner, a Property Owner, or an Agent.</p> <p>If you are an Agent, you will need to enter the Representing Company Name.</p> <p>Enter your phone number and click <i>Next</i>.</p>	

<p>5. Enter the business type. This depends on your business location: Commercial or Home Based</p> <p>Choose <i>No</i> for the question “Is the business registered as a Charitable Organization”, and then click <i>Next</i>.</p>	 <p>Start a New Business Licence and /or Land Use Approval Application Form</p> <p>Business Account</p> <p>Step 2: Business Type</p> <p>*If you are applying for Land Use Approval, continue to Approvals Required page.*</p> <p>How will the business operate?</p> <ul style="list-style-type: none">Commercial This business will be run from a commercial or industrial location within the city of Calgary.Home Based It will be run from your home in Calgary.Based Out of Town It will be based outside the city of Calgary, but you will be conducting business within the city.Mobile It will be mobile based within the city.Personal Service This business type is specific to alarm agents, security consultants, massage practitioners, body rub practitioners, date or escorts, and exotic entertainers. These businesses typically require a personal card licence. <p>Previous Next</p> <p>Privacy Policy Terms of Use Accessibility myID Home</p> <p>© 2023. All rights reserved. Official web site of The City of Calgary, located in Calgary, Alberta, Canada.</p> <p>Need Help? Chat with us! Chat now</p>
<p>6. Enter the address of the business location, then click Next.</p> <p>If you chose <i>Home Based</i>, there will be a series of questions related to the use of the residential home for business use.</p>	 <p>Start a New Business Licence and /or Land Use Approval Application Form</p> <p>Citizen Account</p> <p>Step 3: Business Address</p> <p>What is the proposed address of business?</p> <p>Note: If your business address contains a suite/entryway, you must enter a # symbol before the suite/entryway number. The type-ahead function will display valid addresses for selection.</p> <p>If you are unable to find a valid address or suite/entryway number, the Livechat feature at the bottom of the page can connect you with a representative for assistance. For more information on the standard format of addresses and street type abbreviations, click here.</p> <p>e.g., #111 101 1 ST SE</p> <p>Previous Next</p> <p>Privacy Policy Terms of Use Accessibility myID Home</p> <p>© 2023. All rights reserved. Official web site of The City of Calgary, located in Calgary, Alberta, Canada.</p> <p>Need Help? Chat with us! Chat now</p>

7. Select your business activity.

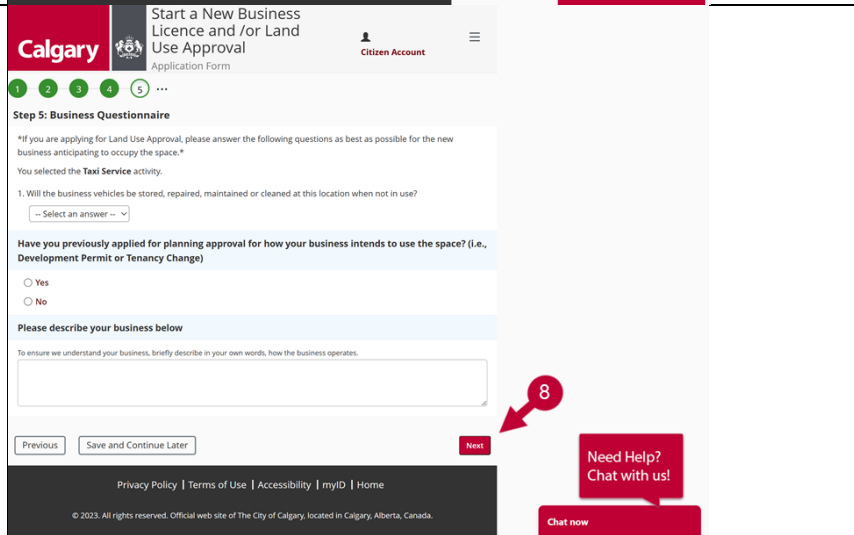
Your choice will depend on the type of business you will be conducting. Please use the live Chat now feature if you have any questions regarding the type of business activity that is relevant to your business.



8. Answer the questions about how you will use the location.

Provide a brief description of your business and how it operates, then click *Next*.

If you chose Home Based, please go to step 10.



9. Select whether you will be the first tenant in the building space, whether the building previously had a different business in it, or whether you currently are using building space.

Once you make your selection, a further series of questions will appear. Select Yes or No in response to each question. You must answer each question. Once you have answered all the questions, click **Next**.

Calgary Start a New Business Licence and /or Land Use Approval Application Form

1 2 3 4 5 6 7 ...

Step 6: Tenant Information

If applying for Land Use Approval only, please select the appropriate option for tenant. If unsure please select "New tenant/Land Use Approval (There was a different business using this space, but proposed business will be taking over)"

Which of the following describes this business location?

- First tenant in the space (Building is brand new and I am the first tenant)
- New tenant/Land Use Approval (There was a different business using this space, but the proposed business will be taking over)
- Existing tenant (I have pre-existing approval for this space but I am making changes to operations)

Are you proposing construction or alterations to the space? (This includes any moving, replacing and construction of new walls, mezzanines, or floors?) Yes No

Are you sharing space with another tenant? Yes No

Will the business use or store any chemicals, hazardous, compressed gas, or flammable materials? Yes No

Will the business activities produce any dust, smoke, off gassing, or hazardous fumes? (e.g. welding, manufacturing, granite/solid surfacing, painting/spray operations) Yes No

Will the business include the use or sampling of shisha, eCigarettes, or tobacco products? Yes No

Will the business operate a forklift? (fuel or battery operated) Yes No

Will the business cook or reheat food products for sale to the public? Yes No

Will the business cook or reheat food products for sale to the public? Yes No

Will the business include any vehicle service operations? (vehicle repair, detailing, storage, car wash, oil changes) Yes No

Is a school, child care facility, overnight medical facility, residence, or food, drink, and/or cannabis business proposed as either a primary or ancillary use? Yes No

Is a waste management, recycling, or wastewater treatment facility being proposed? Yes No

What was the last business to occupy the space? (if known or applicable)

Is any part of the business taking place outside? (e.g. auto sales, outside storage) Yes No

What floor of the building is the business located on?

What is the total area of the business? Sq ft

Will you be adding or increasing the size of a sign? Yes No

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10. On this page, choose to register your business now and then acknowledge that you understand a building permit may be required (if Commercial). Once you select these, click *Next*.

11. You then must decide if you wish to continue to use your Personal/Citizen Account (*myID*) or whether you want to create a new *myID* Business Account for your business.

If you chose to continue using the *myID* account you are currently logged in with, please go to step 12.

If you chose to create a new *myID* account, you must create an Administrator Account for you *myID* Business Account. Complete the required information. Select your role from the list and then click *Next*.

Calgary Start a New Business Licence and /or Land Use Approval Application Form Business Account

1 2 3 4 5 6 7 8

Step 8: Create myID Business Administrator Account

First Name (required)

Last Name (required)

Username (required)

Email Address (required)

Confirm Email Address (required)

User Role

Accountant

Administrator

Applicant/Agent

Consultant

Field Agent

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12. Enter all the required information about your business, including the name, email, phone number, and move-in and opening date. Then enter the mailing address for your business.

You can select to have the same email, phone number, and address as your *myID* account if they are the same.

Once you have entered the required information, click *Next*.

Calgary Start a New Business Licence and /or Land Use Approval Application Form Citizen Account

1 2 3 4 5 6 7 8 9 10

Step 9: Business Details

Trade Name

Business Email Same as applicant Business Phone Number Same as applicant

Note: The Business email address entered will be shared with the appropriate Business Improvement Areas related to your business location.

Move-in date Open date

Mailing address for Business Tax Bill: Same as location

Mailing Address:

Country: Province/State:

City: Postal Code/Zip:

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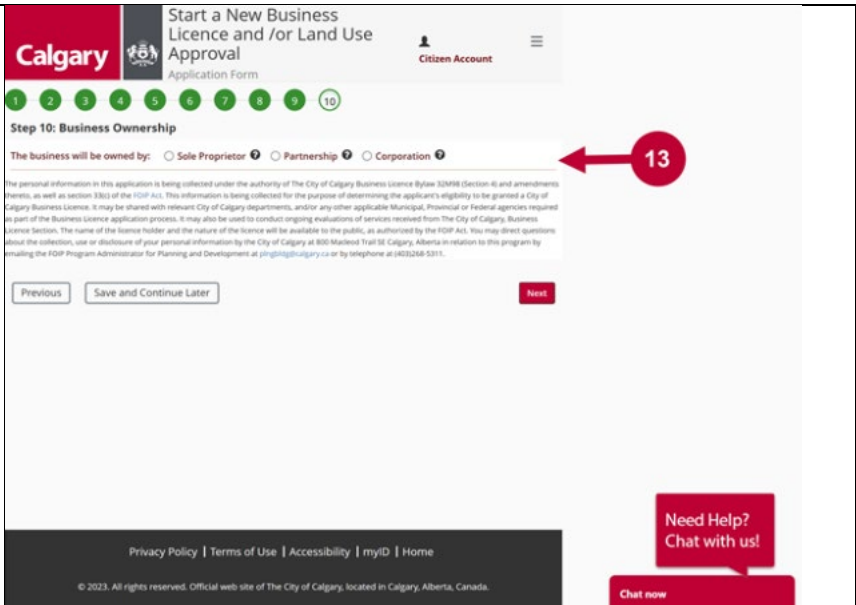
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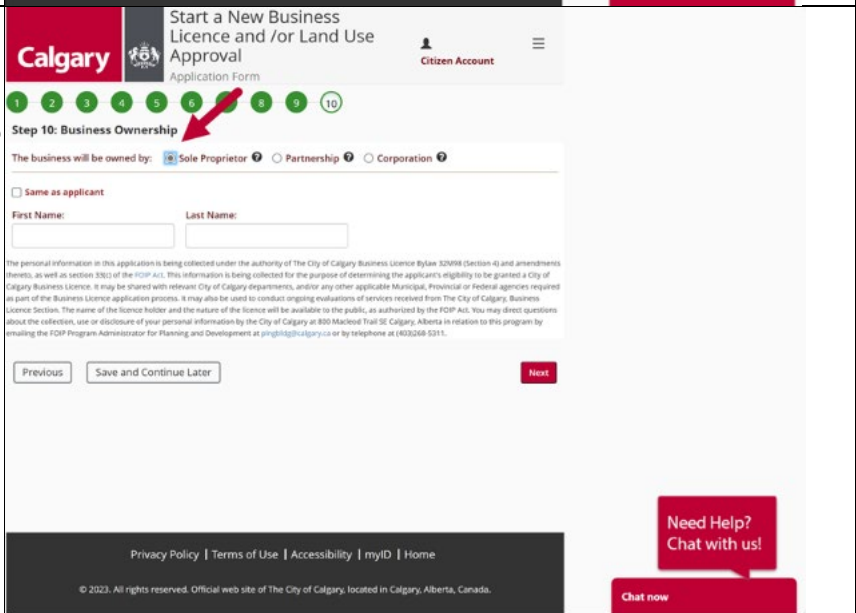
Chat now

13. Select the business ownership format.



If you select **Sole Proprietor**, you can then enter the name of the owner. If you select *Same as applicant*, it will autofill the information.

Then click *Next*.



If you select **Partnership**, you will be asked whether the partnership is a corporation or an individual. You will then need to complete the information about the partners. You can select to add more partners.

Once you have entered all the required information, click **Next**.

Start a New Business Licence and /or Land Use Approval Application Form

Step 10: Business Ownership

The business will be owned by: Sole Proprietor Partnership Corporation

Number of partners: 2 [Add More](#)

New Partner 1

The Partnership will be: A corporation An individual

New Partner 2

The Partnership will be: A corporation An individual

Previous Save and Continue Later Next

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If you select the Business Ownership is a **Corporation**, you will be asked to enter the information about the Corporation.

Once you have entered all the required information, click **Next**.

Start a New Business Licence and /or Land Use Approval Application Form

Step 10: Business Ownership

The business will be owned by: Sole Proprietor Partnership Corporation

Corporation Name: Corporate Access Number (optional):

Where is your corporation registered? Alberta Other:

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14. This is a summary of all the information you have entered about your business. Verify all the information is correct.

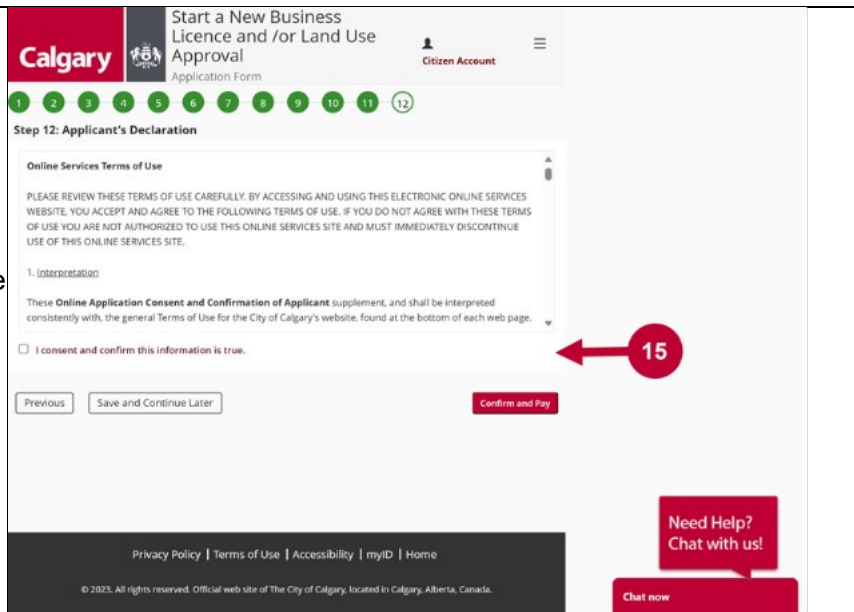
If you need to make any changes to the information, click Edit for that section and enter the new information.

Once you have verified all the information is correct, click *Next*.

The screenshot displays the 'Step 11: Summary' page of the 'Start a New Business Licence and /or Land Use Approval' application form. The page is organized into several sections, each with an 'Edit' link and an expand/collapse arrow. The sections include: Applicant (with fields for Full Name, Phone, and Email), Business Type (with fields for Business Type and Is Charitable Organization), Business Address, Business Activity, Business Questionnaire & Description (with a Business Description field), Business Details (with fields for Trade Name, Move-in date, and Open date), Business Ownership (with fields for Ownership Type and Full Name), and MyID Details (with fields for First Name, Last Name, User Name, Email Address, and Role Type). Below these sections is a 'myID for business' section with explanatory text and a 'More Information' link. The 'Approvals Required' section shows 'Business Registration' as the required approval. At the bottom, there are 'Previous', 'Save and Continue Later', and 'Next' buttons. A red circle with the number 14 points to the 'Next' button. A 'Need Help? Chat with us!' button is also visible in the bottom right corner.

15. Carefully read the Online Services Terms of Use form and then click *Consent and confirm*.

Click *Confirm and Pay*. Please note, a fee at this stage is dependent on the type of business registration.

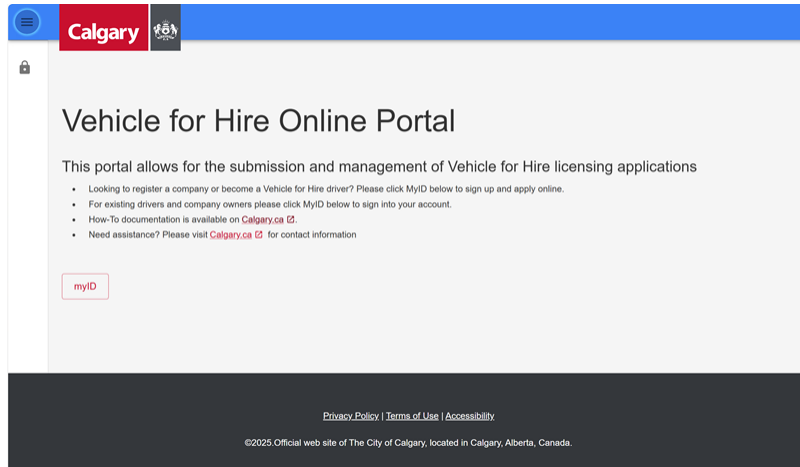


If you chose to create a new *myID* Business Account for your business, you will receive a confirmation email providing you a temporary password. Log in through the link in the email message and change your password.

If you chose to continue using the *myID* account you are currently logged in with, you will use your current username and password to access the Vehicle for Hire online portal.

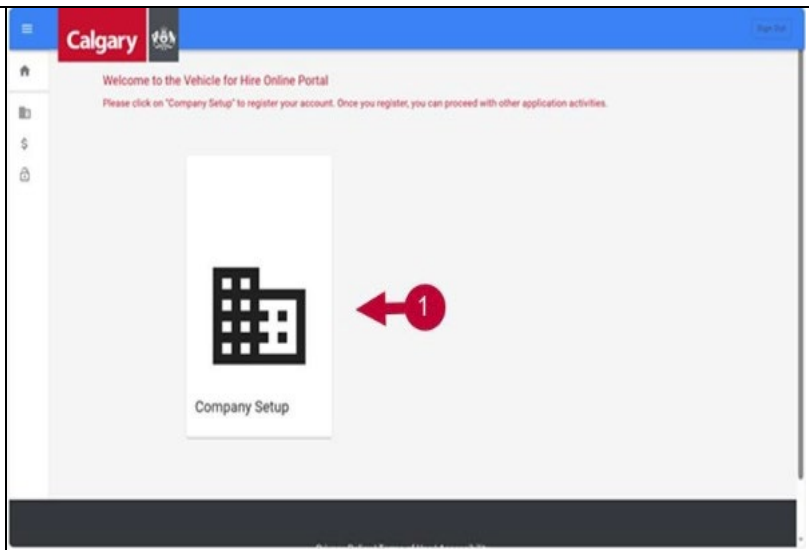
1.3 Setting Up an Inspection Station

Go to the [Vehicle for Hire Online Portal](https://vehicleforhire.calgary.ca) (vehicleforhire.calgary.ca) and select *myID* to sign in.



1. Once you have logged in, you will be redirected back to the Vehicle for Hire Online Portal.

Click the *Company Setup* Icon.



2. Complete all the required Company Setup information including Contact and Address.

Click *Create Company*.

The screenshot shows the 'Company Setup' page in the City of Calgary system. The page has a blue header with the 'Calgary' logo and a navigation menu on the left. The main content area is titled 'Company Setup' and contains two sections: 'Contact' and 'Address'. The 'Contact' section includes a 'Legal Entity Name (Read Only)' field, a 'Primary Phone (Required)' field, and a 'Secondary Phone' field. The 'Address' section includes 'Street Address (Required)', 'City (Required)', 'Country (Required)', 'Unit/Suite', 'Province/State (Required)', and 'Postal/ZIP (Required)' fields. A blue message bar at the bottom of the form area states 'Please create the company first before managing contacts.' A red arrow with the number '2' points to a red 'CREATE COMPANY' button located at the bottom right of the form area. The footer of the page contains links for 'Privacy Policy | Terms of Use | Accessibility' and a copyright notice: '©2025 Official web site of The City of Calgary, located in Calgary, Alberta, Canada.'

3. Verify all Company Information is correct, then click *Save all Changes*.

Company Information

Contact

Legal Entity Name *

Primary Phone *

Secondary Phone

Address

Street Address *

Unit/Suite

City *

Province/State *

Country *

Postal/ZIP *

Organization Contacts

MyID Users: [See our help content for additional details](#)

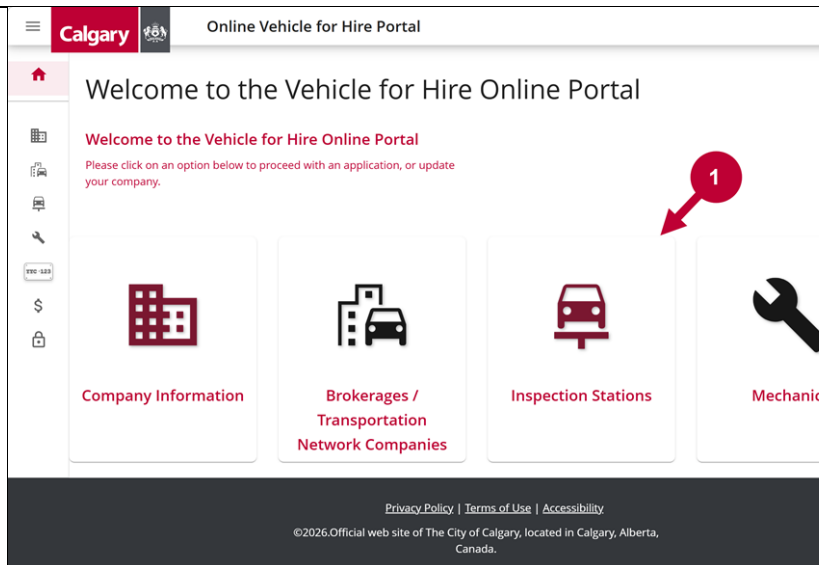
Name	Email	Type	Director	Actions
		Personal	<input checked="" type="checkbox"/>	

Setup MyID Business Users
Users who work for your company with emails accounts that you maintain. Allows you to manage access to all City of Calgary MyID websites based on their company email address.

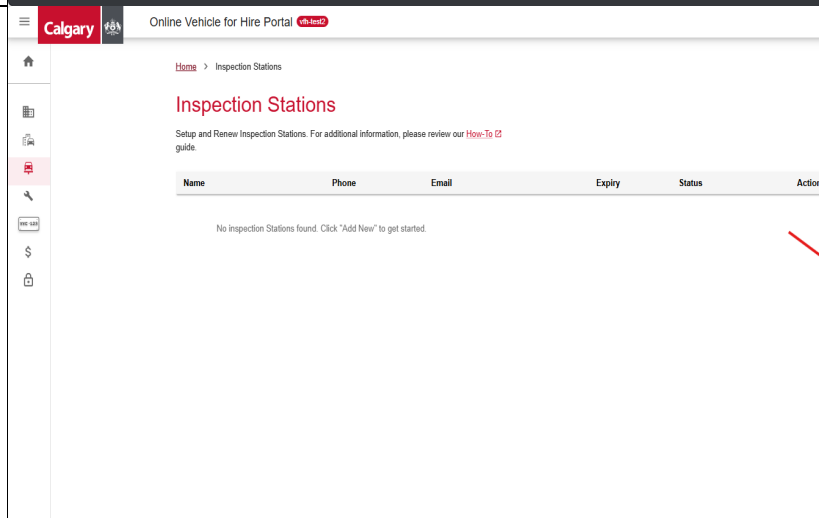
Invite MyID Personal Users
Users or employees who wish to use their personal email accounts to conduct business on behalf of your company. Personal MyID users must accept your invitation in order for your business to represent them.

SAVE ALL CHANGES

4. Navigate back to the Home page and click the *Inspection Stations* icons.



Click the + *Add New* icon.



5. Fill in the Information for the Inspection Station and click *Next*.

Inspection Station
For additional information, please refer to our [How-To](#) guide.

Contact Information

Trade Name (Required) Primary Phone (Required)

Secondary Phone (Optional) Email (Required)

Address Same as Company

Street Address (Readonly) Unit/Suite (Readonly)
123 54 Street NE

City (Readonly) Province/State (Readonly)
Calgary Alberta

Country (Readonly) Postal/ZIP (Readonly)
Canada T3T3T3

Licence

AMVIC Licence # (Required) Licence Expiry (Required)

Discard Save and Continue Later Next ->

6. You must now complete the Inspection Station Questions.

Inspection Station Questions

Please answer the following questions with as much detail as possible and attach sample documents to validate responses as needed. Note that these questions are in direct relation to the [Vehicle for Hire Bylaw](#) 20M2021. requirements for an Inspection Station and a Mechanic to operate in the vehicle for hire industry while some sections are stated for the applicant's reference only and may not require a response.

6 **Section 134**

In order to do work on a livery vehicle, there must be at least one qualified mechanic, certified to work on livery vehicles employed by the inspection station. It is the responsibility of the station to ensure that their certified mechanic(s) comply with the Bylaw requirements pertaining to the mechanic.

Section C- Enhanced Livery Vehicle Inspection Standards

Supporting Documents

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7. For each item, type in your response.

Write clear answers to each question with as much information as you can provide. This will help the Licensing Representatives when they evaluate your application.

As you complete the sections, the icons will change from an orange warning triangle to a green circle with a checkmark.

Inspection Station Questions

Please answer the following questions with as much detail as possible and attach sample documents to validate responses as needed. Note that these questions are in direct relation to the [Vehicle for Hire Bylaw](#) 20M2021. requirements for an Inspection Station and a Mechanic to operate in the vehicle for hire industry while some sections are stated for the applicant's reference only and may not require a response.

< **Section 134**

(a) display its Livery Inspection Station Certification is a conspicuous location on the premises at which the Licensee conducts the Livery Vehicle inspections
State the location the Certificate would be displayed. (Required)

Enter your answer here...

(c) ensure that each person conducting E.L.V.I.S. is a Certified Mechanic

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20M2021. requirements for an Inspection Station and a Mechanic to operate in the vehicle for hire industry while some sections are stated for the applicant's reference only and may not require a response.

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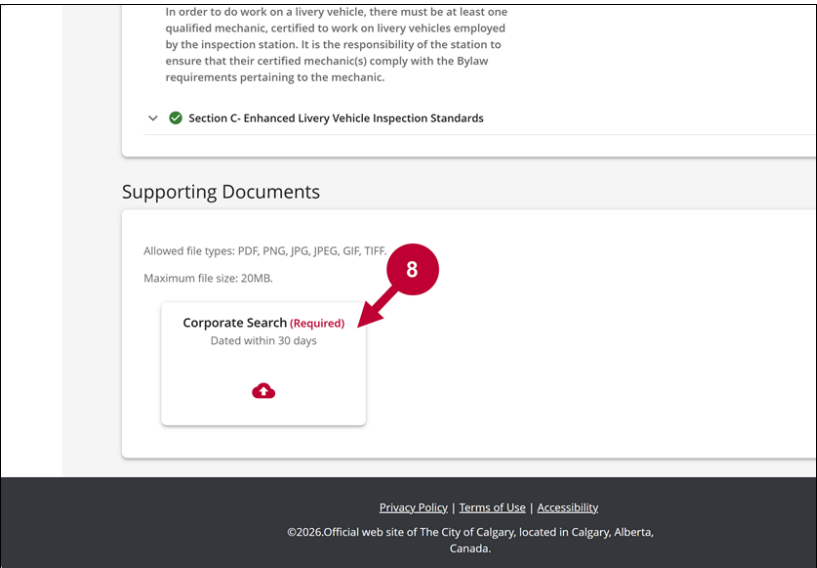
< **Section C- Enhanced Livery Vehicle Inspection Standards**

This standard specifies the inspection method required to qualify defects for livery vehicles being inspected.
How will the station ensure all mechanics comply with the inspection method for every inspection undertaken? (Required)

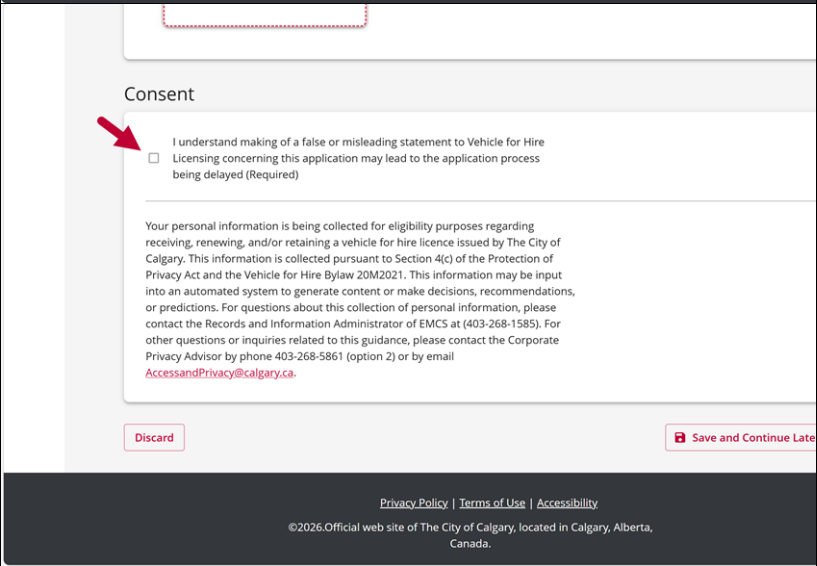
Enter your answer here...

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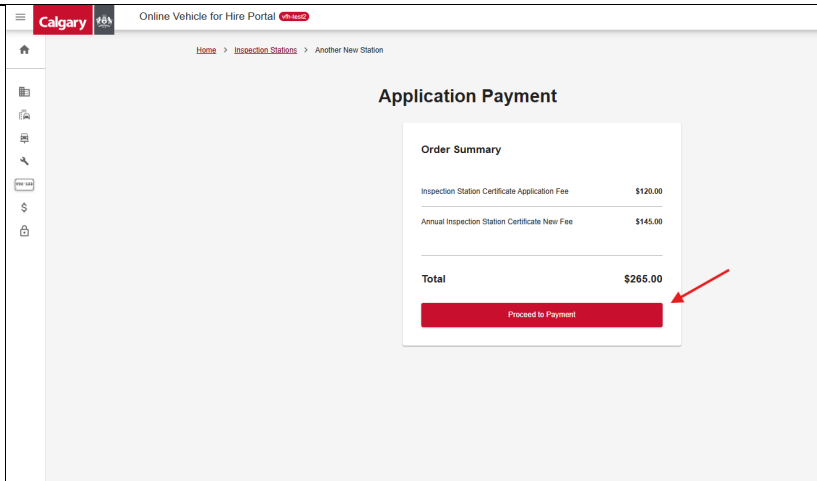
8. When you have answered all the questions, you will need to upload a *Corporate Search* document supporting your application. Click the box for the document and upload it to the application.



9. Select the Consent and then click *Next*.



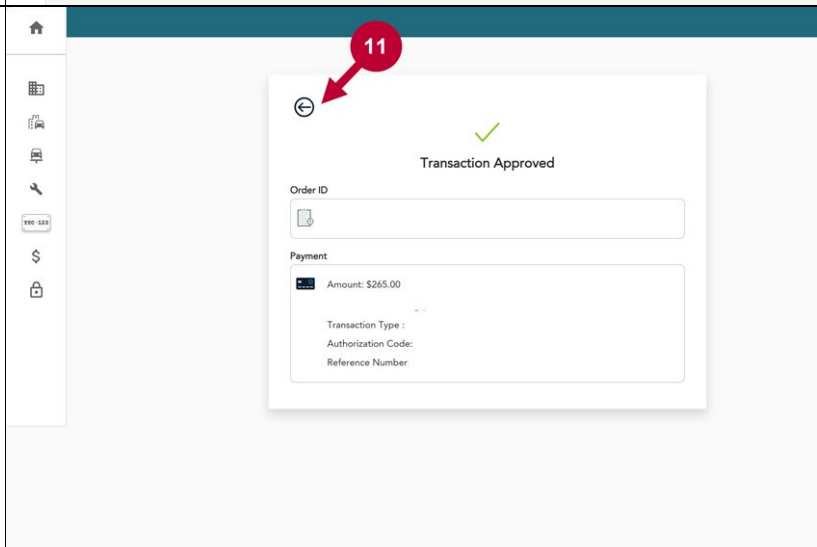
10. You must now pay the licence application fee. Click *Proceed to Payment*.



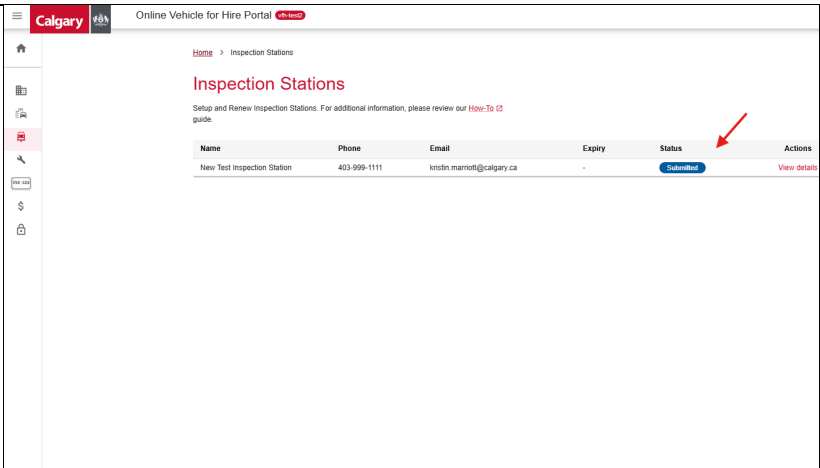
11. Fill in the credit card information and click *Checkout*.

If your transaction was successful, you will receive a Transaction Approved message.

Click the arrow to return to your dashboard.



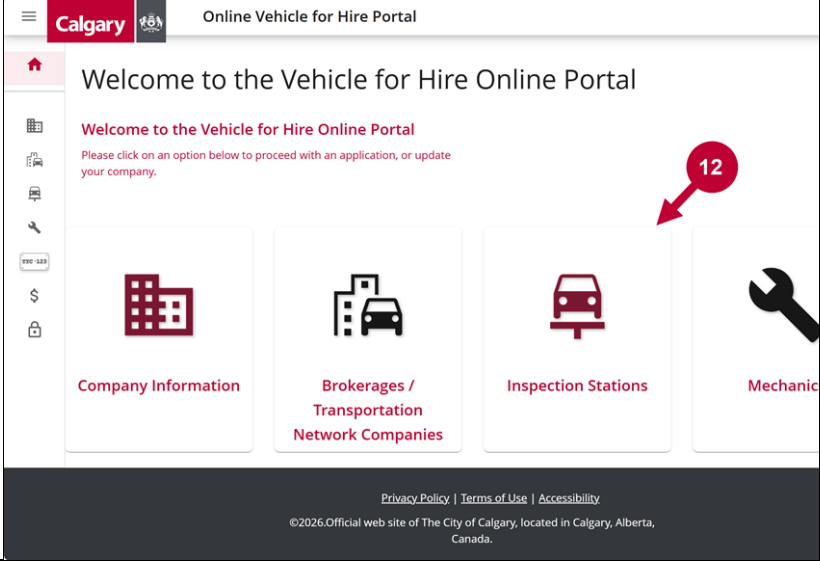
You can see in your profile that the application has been submitted.



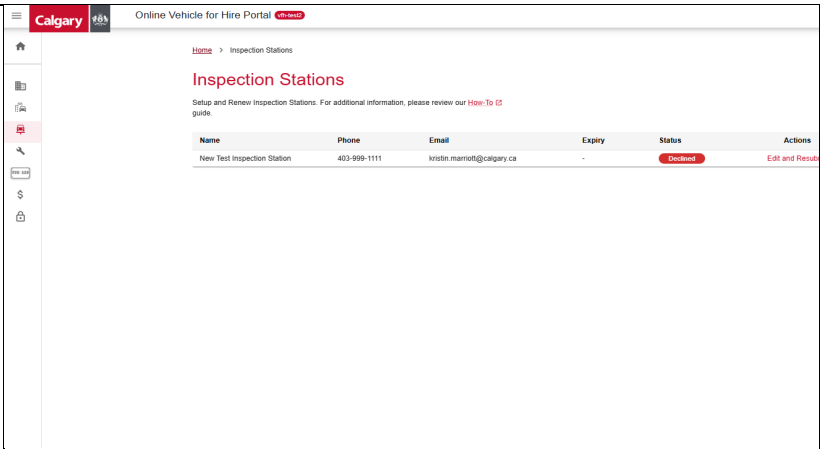
The system sends notification to Vehicle for Hire Licensing. You will receive a message once they have reviewed the application.

If the application has been declined, the email you receive will indicate what needs to be updated.

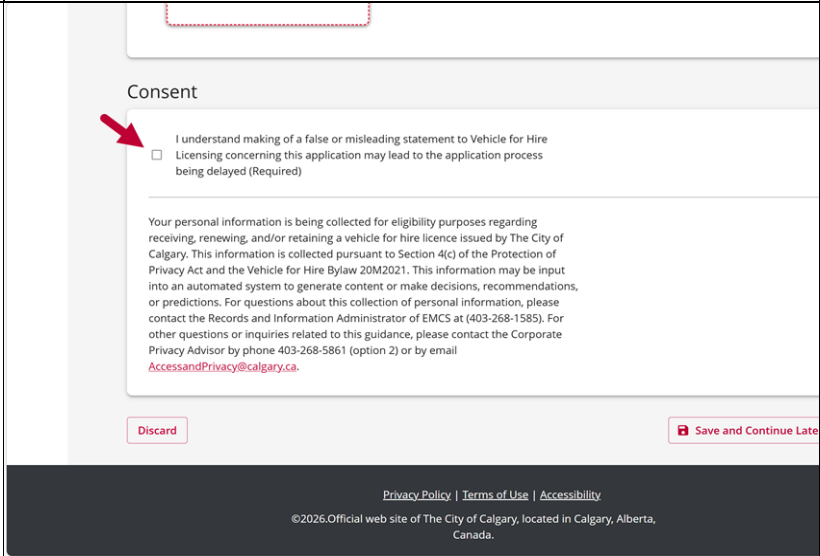
12. In the event an application is declined, log into the [Vehicle for Hire Online Portal](#) and select Inspection Stations.



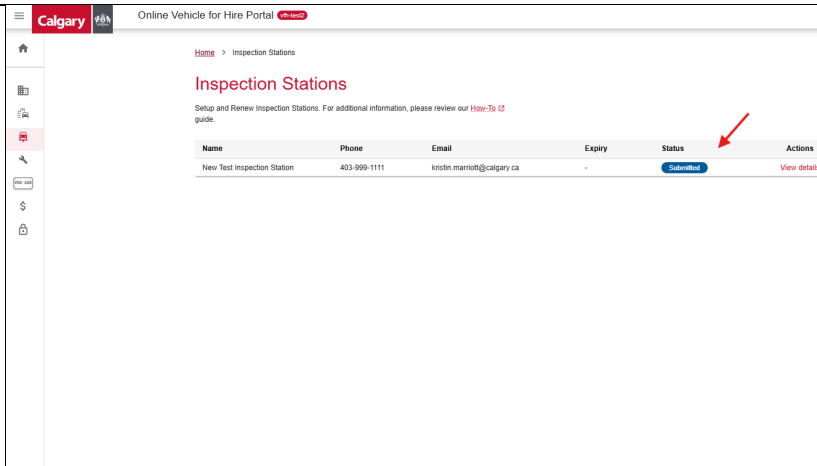
13. Select to edit your application.



14. Make all required changes, select the Consent and then click *Next*.



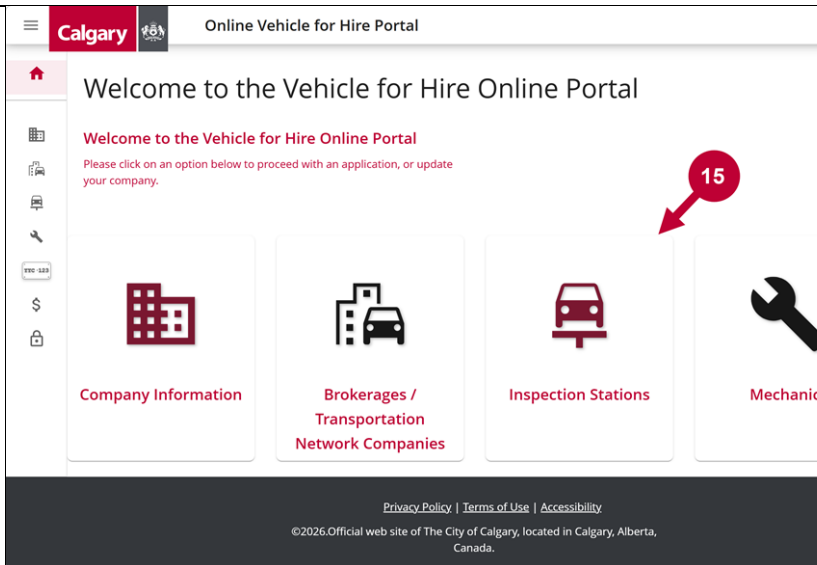
You can see in your profile that the application has been submitted.



Once the application has been approved, you will receive an email notifying you that a Vehicle for Hire Officer will schedule an appointment with you for an inspection.

After the inspection, once the application has been approved, you will receive an email.

15. Log into the [Vehicle for Hire Online Portal](#) and select Inspection Stations.



16. You can see in your profile that the application has been approved and licensed.

Click *Download Licence* to download your Inspection Station license.

Calgary 683 Online Vehicle for Hire Portal

Home > Inspection Stations

Inspection Stations

Setup and Renew Inspection Stations. For additional information, please review our [How-To](#) guide.

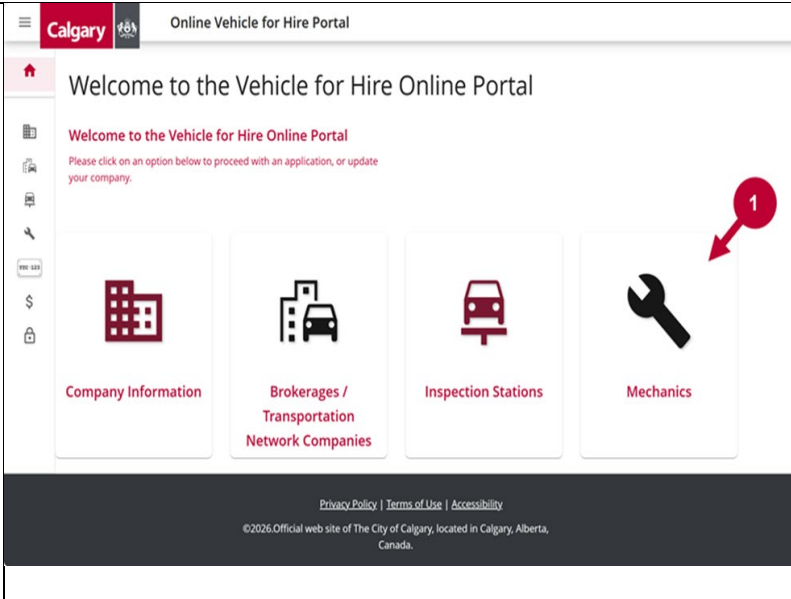
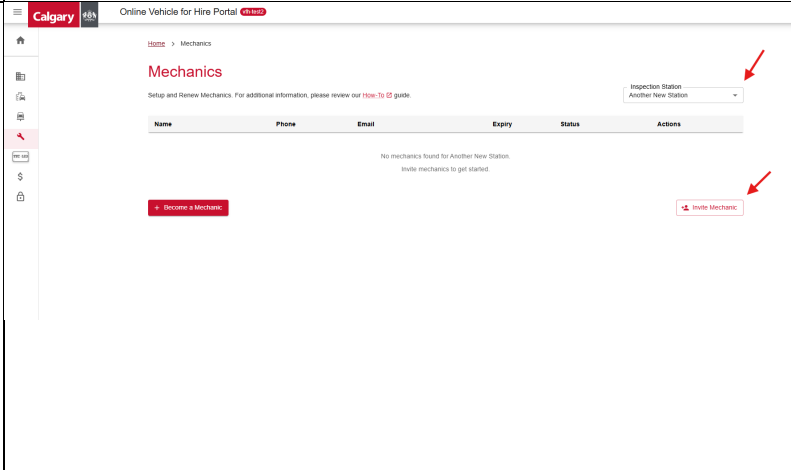
Name	Phone	Email	Expiry	Status	Actions
New Test Inspection Station	403-999-1111	kristin.marrott@calgary.ca	-	Licensed	View details Download Licence

1.4 Setting up a Mechanic

There are two ways to add a Mechanic to your Inspection Station. You can Become a Mechanic yourself or Invite a Mechanic to set up with your company.

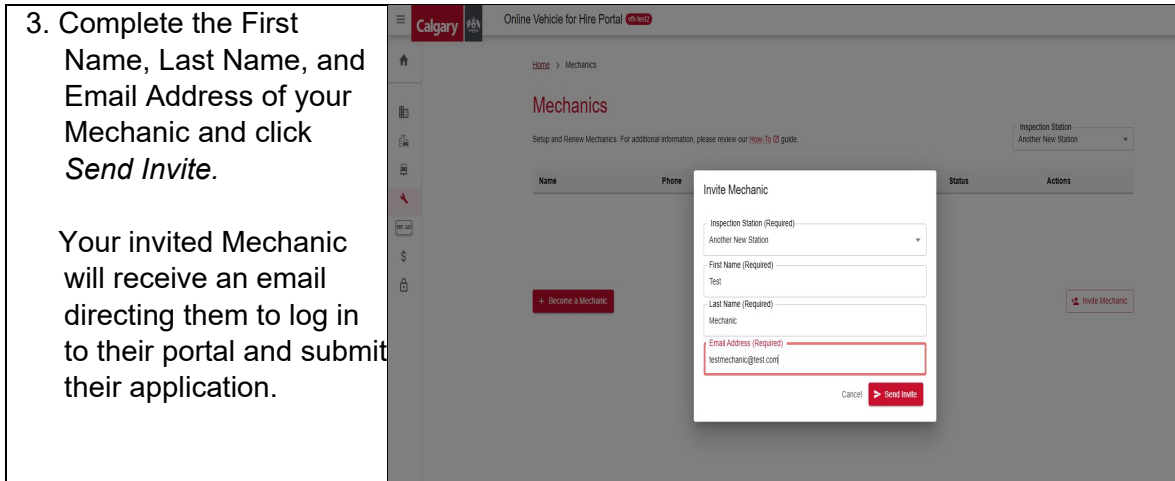
To Become a Mechanic yourself at your Inspection Station, please see the Mechanics user guide.

To Invite a Mechanic to set up with your company:

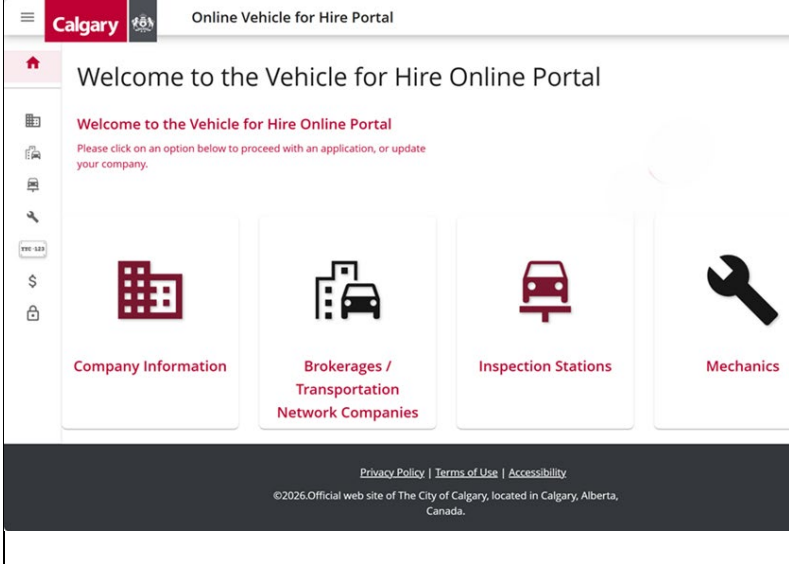
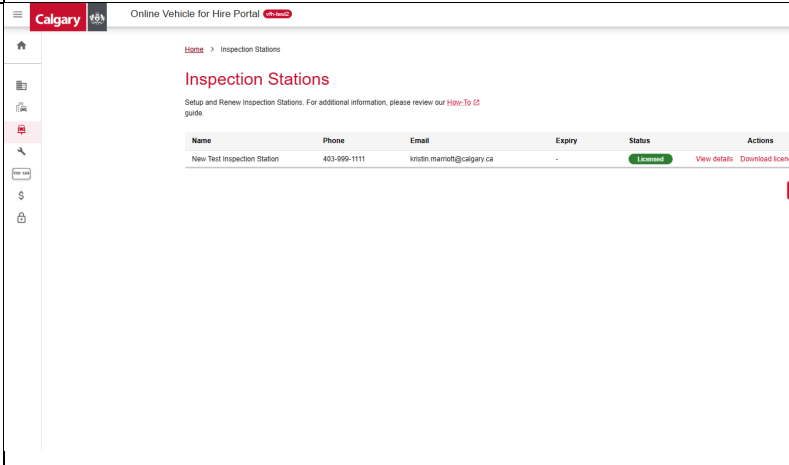
<p>1. Click the <i>Mechanics</i> Icon.</p>	 <p>The screenshot shows the 'Online Vehicle for Hire Portal' home page. It features a navigation sidebar on the left and a main content area with four large icons: 'Company Information', 'Brokerages / Transportation Network Companies', 'Inspection Stations', and 'Mechanics'. A red circle with the number '1' and an arrow points to the 'Mechanics' icon.</p>
<p>2. Choose the correct Inspection Station from the dropdown and then click Invite Mechanic.</p>	 <p>The screenshot shows the 'Mechanics' management page. It includes a breadcrumb trail 'Home > Mechanics', a title 'Mechanics', and a sub-header 'Setup and Renew Mechanics. For additional information, please review our How-To guide.' Below this is a table with columns for 'Name', 'Phone', 'Email', 'Expiry', 'Status', and 'Actions'. A dropdown menu is open, showing 'Inspection Station' and 'Another New Station'. A red arrow points to the dropdown. Below the table, there is a message: 'No mechanics found for Another New Station. Invite mechanics to get started.' At the bottom, there are two buttons: 'Become a Mechanic' and 'Invite Mechanic'. A red arrow points to the 'Invite Mechanic' button.</p>

3. Complete the First Name, Last Name, and Email Address of your Mechanic and click *Send Invite*.

Your invited Mechanic will receive an email directing them to log in to their portal and submit their application.



1.5 Updating Company Information

<p>1. Log into the Vehicle for Hire Online Portal and select Inspection Stations.</p>													
<p>2. Select to update the information on your Inspection Station.</p>	 <table border="1"><thead><tr><th>Name</th><th>Phone</th><th>Email</th><th>Expiry</th><th>Status</th><th>Actions</th></tr></thead><tbody><tr><td>New Test Inspection Station</td><td>403-999-1111</td><td>knstin.marron@calgary.ca</td><td>-</td><td>Licensed</td><td>View details Download licence</td></tr></tbody></table>	Name	Phone	Email	Expiry	Status	Actions	New Test Inspection Station	403-999-1111	knstin.marron@calgary.ca	-	Licensed	View details Download licence
Name	Phone	Email	Expiry	Status	Actions								
New Test Inspection Station	403-999-1111	knstin.marron@calgary.ca	-	Licensed	View details Download licence								

3. Make all required changes, select the Consent, and then click Next.

Consent

I understand making of a false or misleading statement to Vehicle for Hire Licensing concerning this application may lead to the application process being delayed (Required)

Your personal information is being collected for eligibility purposes regarding receiving, renewing, and/or retaining a vehicle for hire licence issued by The City of Calgary. This information is collected pursuant to Section 4(c) of the Protection of Privacy Act and the Vehicle for Hire Bylaw 20M2021. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. For questions about this collection of personal information, please contact the Records and Information Administrator of EMCS at (403-268-1585). For other questions or inquiries related to this guidance, please contact the Corporate Privacy Advisor by phone 403-268-5861 (option 2) or by email AccessandPrivacy@calgary.ca.

[Discard](#) [Save and Continue](#)

[Privacy Policy](#) | [Terms of Use](#) | [Accessibility](#)

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You can see in your profile that the application has been submitted.

Home > Inspection Stations

Inspection Stations

Setup and Renew Inspection Stations. For additional information, please review our [How-To](#) guide.

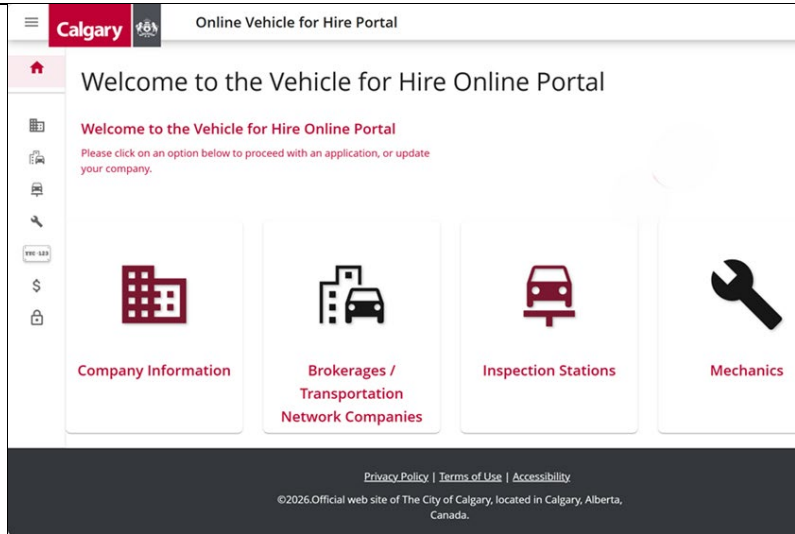
Name	Phone	Email	Expiry	Status	Action
New Test Inspection Station	403-999-1111	kristin.marriott@calgary.ca	-	Submitted	View

If your Change Application includes an address change within Calgary, you will receive an email notifying you that a Vehicle for Hire Officer will schedule an appointment with you for an inspection.

Once the inspection has been completed and the application has been approved, you will receive an email.

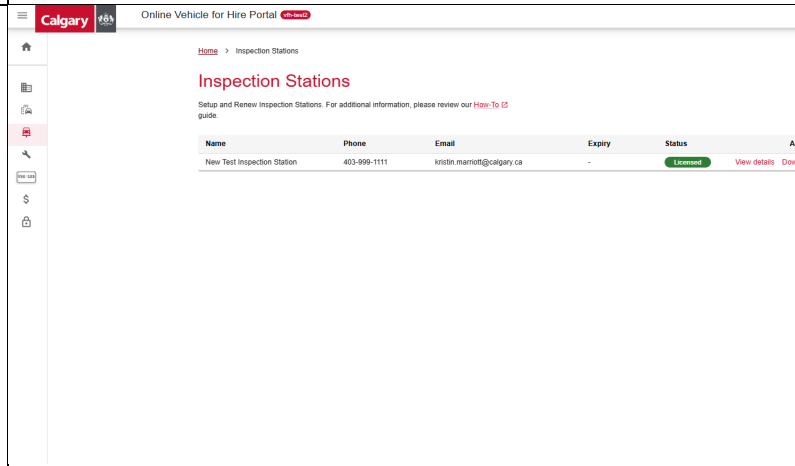
Taxi and Limousine Brokerage User Guide

4. Log in to the [Vehicle for Hire Online Portal](#) and select Inspection Stations.



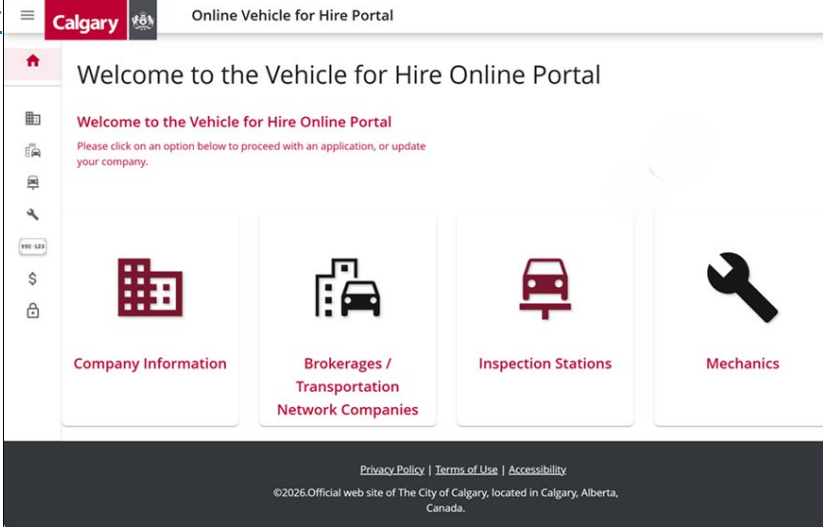
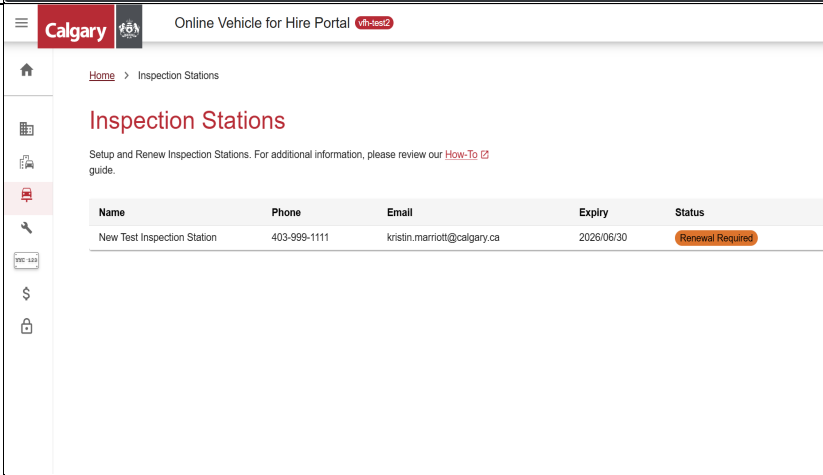
5. You can see the updated information in your dashboard.

Click the *Download* licence icon to download your Inspection Stations licence.

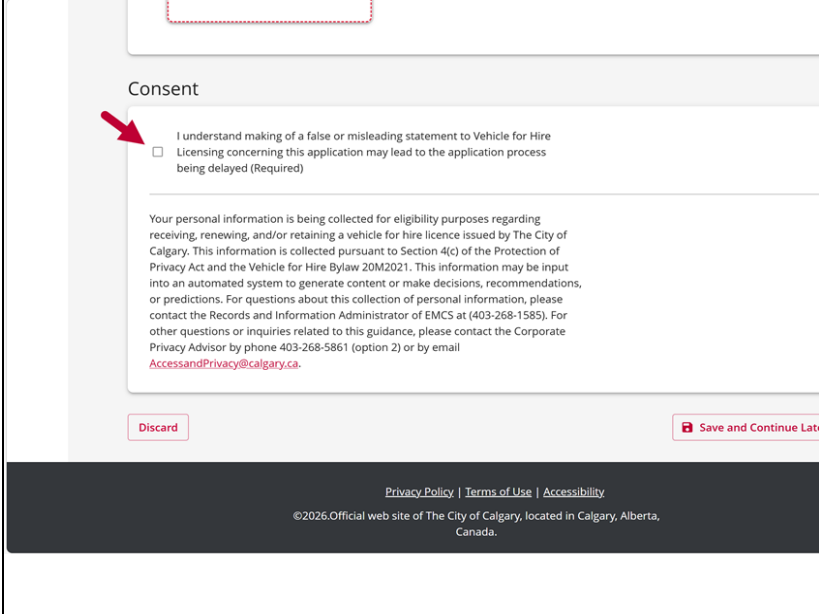
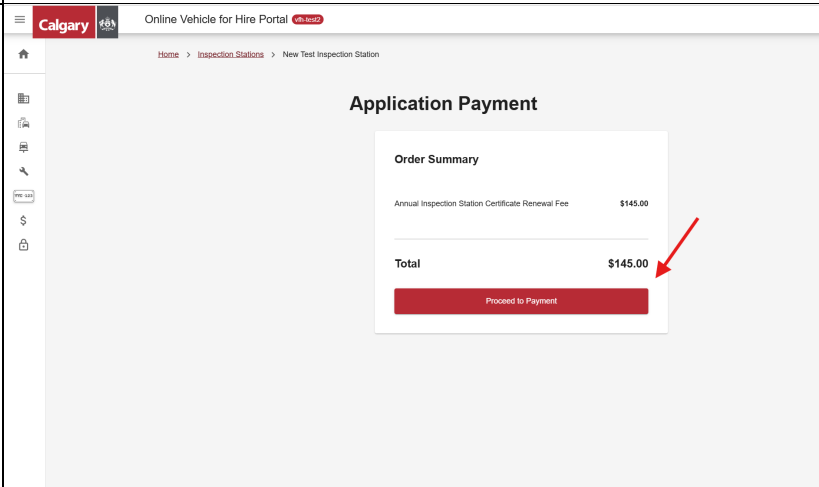


1.6 Renewing Your Annual Licence

You can renew your licence up to one month ahead and within 30 days after the expiry date.

<p>1. Log in to the Vehicle for Hire Online Portal and select Inspection Stations.</p>											
<p>2. You will see your licence requires renewal. Click <i>Renew</i>.</p>	 <table border="1"><thead><tr><th>Name</th><th>Phone</th><th>Email</th><th>Expiry</th><th>Status</th></tr></thead><tbody><tr><td>New Test Inspection Station</td><td>403-999-1111</td><td>kristin.mariott@calgary.ca</td><td>2026/06/30</td><td>Renewal Required</td></tr></tbody></table>	Name	Phone	Email	Expiry	Status	New Test Inspection Station	403-999-1111	kristin.mariott@calgary.ca	2026/06/30	Renewal Required
Name	Phone	Email	Expiry	Status							
New Test Inspection Station	403-999-1111	kristin.mariott@calgary.ca	2026/06/30	Renewal Required							

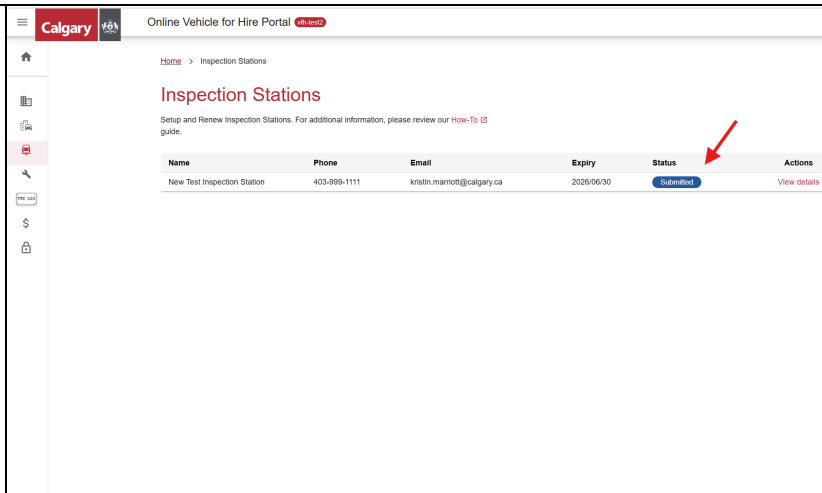
Taxi and Limousine Brokerage User Guide

<p>3. Complete the renewal form in the same way as the original licence application.</p> <p>Verify the contact information is correct, answer all the questions from the questionnaire, upload all the required documents, click the Consent, and then click <i>Next</i>.</p>	 <p>Consent</p> <p><input type="checkbox"/> I understand making of a false or misleading statement to Vehicle for Hire Licensing concerning this application may lead to the application process being delayed (Required)</p> <p>Your personal information is being collected for eligibility purposes regarding receiving, renewing, and/or retaining a vehicle for hire licence issued by The City of Calgary. This information is collected pursuant to Section 4(c) of the Protection of Privacy Act and the Vehicle for Hire Bylaw 20M2021. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. For questions about this collection of personal information, please contact the Records and Information Administrator of EMCS at (403-268-1585). For other questions or inquiries related to this guidance, please contact the Corporate Privacy Advisor by phone 403-268-5861 (option 2) or by email AccessandPrivacy@calgary.ca.</p> <p>Discard Save and Continue Later</p> <p>Privacy Policy Terms of Use Accessibility ©2026.Official web site of The City of Calgary, located in Calgary, Alberta, Canada.</p>				
<p>4. Click <i>Proceed to Payment</i>.</p> <p>Complete the online payment process.</p>	 <p>Calgary 403.268.1585 Online Vehicle for Hire Portal 403.268.1585</p> <p>Home > Inspection Stations > New Test Inspection Station</p> <h3>Application Payment</h3> <p>Order Summary</p> <table><tr><td>Annual Inspection Station Certificate Renewal Fee</td><td>\$145.00</td></tr><tr><td>Total</td><td>\$145.00</td></tr></table> <p>Proceed to Payment</p>	Annual Inspection Station Certificate Renewal Fee	\$145.00	Total	\$145.00
Annual Inspection Station Certificate Renewal Fee	\$145.00				
Total	\$145.00				

Once the transaction is approved, the system sends notification to Vehicle for Hire Licensing. You will receive an email once they have reviewed the application.

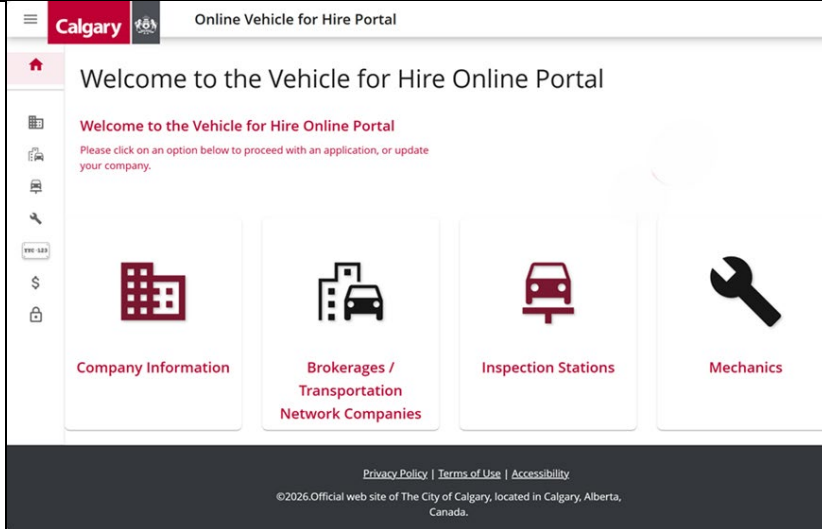
Taxi and Limousine Brokerage User Guide

You can see in your profile that the application has been submitted.



Once your application has been reviewed and approved, you will receive an email that your renewal application has been approved.

5. Log in to the [Vehicle for Hire Online Portal](#) and select Inspection Stations.



Taxi and Limousine Brokerage User Guide

6. Click *Download licence* to download your Inspection Station licence.

The screenshot shows the 'Inspection Stations' page in the 'Online Vehicle for Hire Portal'. The page includes a breadcrumb trail 'Home > Inspection Stations', a title 'Inspection Stations', and a sub-header 'Setup and Renew Inspection Stations. For additional information, please review our [How-To](#) guide.' Below this is a table with columns for Name, Phone, Email, Expiry, Status, and Actions. A single row is visible with the following data: Name: New Test Inspection Station, Phone: 403-999-1111, Email: kristin.marriott@calgary.ca, Expiry: -, Status: Licensed, and Actions: View details, Download licence, Update. A red arrow points to the 'Download licence' link in the Actions column. An 'Add New' button is located at the bottom right of the table area.

Name	Phone	Email	Expiry	Status	Actions
New Test Inspection Station	403-999-1111	kristin.marriott@calgary.ca	-	Licensed	View details Download licence Update