

VALET ZONE APPLICATION

City of Los Angeles - Dept. of Transportation
Parking Meter Division, 555 Ramirez Street, Space 315
Los Angeles, CA 90012, Tel: (213) 473-8270, Fax: (213) 473-8271

BTRC# (if any): _____

Date: _____

CONTACT INFORMATION

Name of valet contact: _____

Tel. #: _____

Email address of valet operator: _____

BUSINESS CLIENT INFORMATION

Name of business served: _____

Business contact: _____

Address of business served: _____

Tel. # of business served: _____

Seating capacity of business: _____

HOURS OF OPERATION

Business: _____

Valet: _____

VEHICLE STORAGE

Lot / garage contact name and phone: _____

Address: _____

Lot capacity: _____ # of reserved spaces for this Valet: _____

PROPOSED PASSENGER LOADING ZONE (PLZ) FOR VALET

Existing (Y/N): _____ New (Y/N): _____

Address of proposed valet PLZ: _____

Number of spaces requested (two minimum): _____

Meter number(s): _____

PLZ hours of operation: _____

Adjacent PLZ on same block (Y/N): _____

CONTRACTS

Valet <=> Business served attached (Y/N): _____

Valet <=> Storage facility attached (Y/N): _____

VALET ROUTE PLAN

Route Plan attached (Y/N): _____

For LADOT Use Only

Application reviewed by LADOT

Date

VALET BUSINESSES AND VALET DRIVERS NEED A PERMIT TO OPERATE ON PUBLIC PROPERTY

VALET PARKING OPERATION—the business

WHO NEEDS A PERMIT

- Required when driving customer cars on public property/right of way
 - includes streets and alleys
 - includes crossing alleys and sidewalks
- Required in addition to Autopark permits
- Required even if valet service is free
- No “one-day”/special event permit available
- Every location needs a permit
- Valet drivers need a Valet Parking Attendant permit
- Exemption for non-recurring special event at private residence

SPECIAL REQUIREMENTS / ADDITIONAL

- Police Department
 - Submit signed request for valet services from businesses to be served
 - Submit parking agreements with parking lots when applying
 - Submit copy of contract with parking lot where cars will be parked
 - Permit fee required for each location
 - Employee uniforms, identification, and safety equipment required
- Risk Management
 - Insurance policies: general liability, garage keepers liability, workers compensation, vehicle liability
 - Insurance policies are in addition to POT bond and Autopark bond
- Department of Transportation
 - Curbside use requires loading zone approval
 - No parking on public streets, unless approved by with professional traffic study
 - Submit valet driving routes
- Public Works, Street Services
 - Permanent installation of equipment to sidewalk requires a Public Works permit
 - Use of a canopy requires a Public Works permit

VALET PARKING ATTENDANT—the driver

WHO NEEDS A PERMIT

If the business needs a permit, the driver needs a permit

SPECIAL REQUIREMENTS / ADDITIONAL

- Application form
- Copy of California drivers license
- Live Scan electronic fingerprinting

City Departments

LAPD Police Permit # (213) 996-1210	100 W. First St., #147 90012	Applications for police permits for valet and parking lots
Office of Finance # (213) 473-5901	200 N. Spring St., Room 101 90012	Payments, parking occupancy tax (POT), POT bond
Building and Safety # (213) 473-3231	201 N. Figueroa St. 90012	Zoning clearance, building signage and fixtures
Risk Management # (213) 978-7475	200 N. Main St., Room 1240 90012	Submit proof of insurance, autopark bonds for police permits
Department of Transportation # (213) 473-8270		Submit valet driving routes, curbside use, loading zones
Public Works, Street Services # (213) 847-6000	1149 S. Broadway St., 3rd Floor 90012	Use of sidewalk for fixtures