

## 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