



# CITY OF BURBANK

## VALET PARKING APPLICATION

(All forms shall be filed with the Department of Public Works thirty (30) day prior to the date requested for issuance of the permit)

- New Valet Permit
- Annual Permit Renewal
- Temporary Valet Permit

(Please print or type)

VALET OPERATOR NAME \_\_\_\_\_ APPLICATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ BUSINESS LICENSE \_\_\_\_\_

\_\_\_\_ SOLE OWNERSHIP                      \_\_\_\_ PARTNERSHIP                      \_\_\_\_ CORPORATION

CONTACT PERSON AND TELEPHONE NUMBER:  
(Must be available at all times during hours of valet operation)

NAME \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

LOCATION OF VALET OPERATION \_\_\_\_\_

DAYS OF VALET OPERATION \_\_\_\_\_ HOURS OF OPERATION \_\_\_\_\_

NUMBER OF VALET ATTENDANTS \_\_\_\_\_ MAXIMUM # OF VEHICLES TO BE PARKED AT ANY ONE TIME \_\_\_\_\_

LOCATION WHERE VEHICLES WILL BE STORED \_\_\_\_\_  
(IDENTIFY PARKING STRUCTURE OR LOT)

THE FOLLOWING ITEMS ARE TO BE ATTACHED TO YOUR COMPLETED APPLICATION:

- Certificate of Insurance
- A circulation map indicating the routes to be used between the passenger loading zone and the vehicle storage location, and back to the initial drop-off point.
- A copy of a written contract, license or lease between you (or your establishment) and the owner of any parking facility or storage area designated as the vehicle storage location.
- A copy of a valid driver's license for all valet attendants employed by your company working in the City of Burbank.
- A list of the name and address of every officer or partner and every owner of 10% or more of your business.

All valet operation is subject to the rules and regulations of the City of Burbank Valet Parking Ordinance (BMC Chapter 29). By signing below, you acknowledge that you have received a copy of Burbank's Valet Parking Ordinance and agree to abide by all the rules and regulations of the ordinance.

\_\_\_\_\_  
Signature of Valet Operator

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return the completed form to:

City of Burbank  
Public Works – Traffic Engineering  
333 East Olive Avenue  
Burbank CA 91502

(818) 238-3915 - Phone  
(818) 238-3918 - FAX

# CITY OF BURBANK

## *VALET PARKING PERMIT APPLICATION CHECKLIST*

### TO BE INITIALED BY CITY STAFF:

#### PUBLIC WORKS DEPARTMENT:

\_\_\_\_\_  
Initials Date Completed, signed application form

\_\_\_\_\_  
Initials Date Certificate of Insurance

\_\_\_\_\_  
Initials Date Map of pick-up and return route from valet drop-off  
to vehicle storage location

\_\_\_\_\_  
Initials Date Written contract or covenant between valet operator and owner  
of facility designated as the vehicle storage location.

#### **FEES:**

\_\_\_\_\_  
Initials Date Payment of valet application fee  
Amount paid: \_\_\_\_\_

New valet operator: \$300.00

Annual Renewal: \$75.00

Temporary Valet: \$150.00

\_\_\_\_\_  
Initials Date Street use fee – if applicable (monthly thereafter)  
Amount paid: \_\_\_\_\_

#### LICENSE AND CODE DIVISION:

\_\_\_\_\_  
Initials Date Annual Business Tax – fees apply  
Business Tax # \_\_\_\_\_