



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 _____

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 the City of Burbank business license or payment receipt for a new license

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

Return the completed form to:

Signature of Valet Operator

Printed Name

Date

City of Burbank
Public Works – Traffic Engineering
150 N Third Street
Burbank CA 91502

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