CITY OF BURBANK
COMMUNITY DEVELOPMENT

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT
TRANSPORTATION DIVISION
150 N. THIRD ST., BURBANK, CA 91502
(818) 238-5290 | PARKING@BURBANKCA.GOV

VALET PARKING PERMIT RULES AND REGULATIONS

All valet operations are subject to the rules and regulations of the City of Burbank's Municipal Code Valet Parking Ordinance (BMC Title 6, Chapter 1, Article 29).

PERMIT PROVISIONS AND RESTRICTIONS

1. The Operator shall not allow any person engaged in the valet parking service to either drive a vehicle of a customer, or handle keys of a vehicle of a customer, unless the Operator has certified that the person is at least 18 years of age and has a valid California driver's license. The operator shall submit to the Community Development Department, each month during the term of the permit, a list of employees, certifying the name of employee and dates of employment that these conditions have been met.

2. Operator shall provide adequate staffing to avoid queuing of cars in travel lanes and no double parking or blockage of lanes shall be allowed.

3. Operator shall keep sidewalk open and shall not interrupt pedestrian traffic.

4. Operator will use the specified route for travel between the vehicle drop-off/pick-up and storage area. All traffic rules and regulations shall be obeyed.

5. Operator shall not park valet vehicles on any public street, alley or in any off-street public parking facility at any time.

6. The issuance of a valet permit issued under the Valet Zone Parking Ordinance is not intended to authorize or authorizes the parking of motor vehicles by valet parking operators in a manner contrary to, and all valet owners shall comply with, applicable state laws and local parking and traffic regulations, including the Burbank Municipal Code.

SUSPENSION AND REVOCATION OF PERMITS

1. A police officer may suspend all operations of a valet parking operator in any location, except for retrieval of vehicles already subject to valet parking, for the remainder of the day's hours of operation (which suspension may extend to 8:00 a.m. of the following day), upon the issuance, the operator or its employees, of two or more citations for violation of the California Vehicle Code in any 5-hour period in said location.

2. A police officer may suspend all operations of a valet parking operator in any location, except for retrieval of vehicles already subject to valet parking, for the remainder of the day's hours of operation (which suspension may extend to 8:00 a.m. of the following day), upon the occurrence, in said location, of any traffic collision arising out of operating conditions or where otherwise required because of an emergency situation or not arising from the operation of the valet parking operation.

3. The Public Works Director may suspend for the period of one year, or may revoke a valet parking permit if there is reasonable cause to believe that:

    a. The operator or his/her employees, through carelessness, negligence or failure to make proper provision for the safeguarding of vehicles left in their custody, has facilitated or contributed toward the theft or conversion of any such vehicle; or
    b. The operator, or his or her agents or employees, has failed to cooperate with the Burbank Police Department in the investigation of any theft or other crime committed on a parking lot used or which arose out of the conduct of the business for which the permit was issued; or
    c. The operator, or his or her agents or employees, knowingly delivered a vehicle in their custody to a person who is neither the registered owner thereof not entitled to the custody of such vehicle.
    d. The operator does not have a valid permit from the City of Burbank.
    e. The operator has made a material misrepresentation in his/her application.
    f. The business or valet operation prescribed by the operator has substantially impacted traffic or disrupted the peace and quiet within any area of the City.
    g. The valet parking operation at the specified location(s) is found to be incompatible with other uses in the vicinity.
    h. The operator has violated any condition of a previous or existing permit within the City of Burbank during the past five years.
    i. The valet operation fails to comply with other criteria designated under Chapter 29 of the Burbank Municipal Code.
    j. The building, structure, premises or equipment used by the operator to conduct business fails to comply with all applicable health, zoning, fire, building and safety laws of the State or the City of Burbank.
    k. The Community Development Director shall notify a valet operator in writing when a permit is denied, suspended, or revoked.
    l. The valet operator has the right to appeal this decision to the Permits Appeals Panel in accordance with Title 2, Chapter 1, Article 15 of the Burbank Municipal Code.
    m. Valet operators charging a fee to valet vehicles are subject to Transient Parking Tax (TPT) and shall abide by the Transient Parking Tax Ordinance (BMC Title 2, Chapter 4, Article 19).

FEE SCHEDULE

All fees are payable as defined in the City of Burbank Fee Schedule (FY26-27).

Description	Amount	Unit/Time
▪ Valet Parking Permit Application	$355.00	Each
▪ Renewal Application	$262.00	Each
▪ Valet Parking Space in Parking Meter Zones	50% of the top hourly rate charged in the Parking Meter Zone; per space, per hour	Per Space Per Hour for Duration of Valet Operation During Parking Meter Hours
▪ Valet Operator Appeal	$277.00	Each
▪ Valet Zone Sign Installation Fee	$428.00	each
▪ No Parking Signs (if needed)	$1.00	Each
▪ Penalty Fees	$35.50 or 10% of Application Fee	Monthly – Cap at 50% of Application Fee

All fees are non-refundable and must be paid in person at the Community Services Building.

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VALET PARKING PERMIT REQUIREMENTS

All valet operations are subject to the rules and regulations of the City of Burbank's Valet Parking Ordinance (BMC Title 6, Chapter 1, Article 29).

All required forms shall accompany the valet application and be submitted to CDD Transportation at least thirty (30) days before the requested permit issuance date. The **Valet Parking Permit Application** must include the following documents to be considered complete and ready for review:

☐ **Executed Certification of Insurance:**

Please see attached sample for the required minimum coverage amounts and endorsements.

☐ **Business Tax Receipt**:

A copy of the Business Tax Receipt for your valet operation and for the business you will be serving.

☐ **Storage permission from the parking property owner:**

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.

☐ **Detailed Valet Operation Map**:

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 location (please see the attached Sample Valet Route Plan for reference).

FEES
All fees are payable as defined in the City of Burbank Fee Schedule (FY26-27).

Description	Amount	Unit/Time
▪ Valet Parking Permit Application	$355.00	Each
▪ Renewal Application	$262.00	Each
▪ Valet Parking Space in Parking Meter Zones	50% of the top hourly rate charged in the Parking Meter Zone; per space, per hour	Per Space Per Hour for Duration of Valet Operation During Parking Meter Hours
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VALET PARKING PERMIT APPLICATION

All forms shall be filed with CDD Transportation thirty (30) days prior to the date requested for issuance of the permit.

VALET PERMIT TYPE		NEW VALET PERMIT		ANNUAL PERMIT RENEWAL		TEMPORARY VALET PERMIT

VALET OPERATOR

VALET OPERATION DETAILS

YES	NO		

All valet operation is subject to the Rules and Regulations of the City of Burbank Municipal Code including and not limited to the Valet Parking Ordinance (BMC Title 6, Chapter 1, Article 29). By signing below, you acknowledge that you have read, understood and agree to abide by all the rules and regulations of the City of Burbank Municipal Code, Valet Parking Ordinance (BMC Title 6, Chapter 1, Article 29) and Transient Parking Tax Ordinance (BMC Title 2, Chapter 4, Article 19).

NAME OF VALET OPERATOR (PRINT)	SIGNATURE	DATE

*****CITY USE ONLY*****

	APPROVED	APPLIED	ISSUED	EXPIRES	VALET PERMIT #
	DENIED				

PAYMENT METHOD		CASH		CHECK		DEBIT CARD		CREDIT CARD
FEES			ACCOUNT NUMBER					

ISSUED BY (PRINT)	SIGNATURE	DATE

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VALET PARKING PERMIT APPLICATION CHECKLIST

CITY USE ONLY

CDD TRANSPORTATION:

INITIALS	DATE		
			COMPLETED, SIGNED APPLICATION
			SIGNED CONTRACT OR COVENANT BETWEEN VALET OPERATOR AND OWNER OF THE FACILITLY DESIGNATED AS THE VEHICLE STOARAGE LOCATION

CDD LICENSE & CODE:

INITIALS	DATE		
			ANNUAL BUSINESS TAX #_____

PUBLIC WORKS TRAFFIC ENGINEERING:

INITIALS	DATE		
			VALET OPERATION MAP INDICATING THE ROUTE FROM VALET DROP-OFF TO VEHICLE STORAGE LOCATION AND BACK TO THE INITIAL DROP-OFF LOCATION

CAO:

INITIALS	DATE		
			CERTIFICATE OF INSURANCE
			ADDITIONAL INSURED ENDORSEMENT

FINANCIAL SERVICES:

INITIALS	DATE		
			VALET OPERATION CHARGING A FEE SUBJECT TO TRANSIENT PARKING TAX

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INSURANCE REQUIREMENTS FOR VALET PARKING PERMITS

For purposes of issuing Valet Parking Permits, all applicants are **required** to furnish the City with evidence of insurance, in the form of (A) Certificate of Insurance and (B) Additional Insured Endorsement, prepared by their insurance company/agency, with the information as indicated below:

(A) CERTIFICATE OF INSURANCE preferably in the Acord form (see sample) shall contain, among other information, the following:

- Companies affording coverage
- Named Insured
- Policy number
- Effective and expiration dates
- Signature of insurance agent or representative of the company affording coverage
- The CERTIFICATE HOLDER must be listed as:
  City of Burbank
  275 E. Olive Ave.
  Burbank, CA 91502
- Valet operator shall maintain a business auto liability policy, to include garagekeeper's legal liability, with a limit of not less than $100,000 for each accident.
- The City of Burbank shall be covered as an Additional Insured under the business auto liability policy of the permittee.
- Insurance must be placed with insurers admitted in the State of California or have a current A.M. Best rating of no less than A:6.
- The insurance policy shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days prior written notice by certified mail has been given to the City. Cancellation to read: "Should any of the above described policies be cancelled or modified before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate Holder."
- The valet operator shall maintain in force and effect at all times while the permit is in effect Workers' Compensation insurance as required by law. [Added by Ord. No. 3695; amended by Ord. No. 24-4,012, eff. 5/10/24

(B) ADDITIONAL INSURED ENDORSEMENT naming the City of Burbank as additional insured, in **either** the Form prepared by the City Attorney **or** the industry Form CG 20 12, applicable for the issuance of Permits (see forms samples attached herewith). Form CG 20 12 to read: "CITY OF BURBANK, ITS OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVES"

Both items **(A)** and **(B)** must be submitted. If either item is missing or is not in the appropriate form, your liability insurance will not be on file with the City of Burbank, Community Development Department, and the valet permit application will be denied.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
CURRENT DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTICATE HOLDER

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: CONTACT INFO	
INSURANCE AGENT/COMPANY NAME INSURANCE AGENT/COMPANY ADDRESS	PHONE (A/C No. EXT):	FAX (A/C No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A: INSURANCE COMPANY NAME(S)	
INSURED NAME INSURED ADDRESS (MUST MATCH NAME OF PERMITTEE)	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
☐	☐ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE ☐ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	☐	☐	POLICY NUMBER	EFF DATE	EXP DATE	EACH OCCURENCE	$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$
☐	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ ☐	☐	☐	POLICY NUMBER	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea Accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
☐	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $	☐	☐				EACH OCCURRENCE	
							AGGREGATE	
							PRODUCTS-COMP/OP AGG	
☐	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	☐				☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE -EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
☐	Garagekeepers - Legal Liability	☐	☐	POLICY NUMBER	EFF DATE	EXP DATE	Total Limit	$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The insurance policy shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail has been given to the City. Cancellation to read: "Should any of the above described policies be canceled or modified before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate Holder."

CERTIFICATE HOLDER	CANCELLATION
CITY OF BURBANK 275 E. OLIVE AVE. BURBANK CA 91502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE MUST BE SIGNED

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:
CITY OF BURBANK, ITS OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVES
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

a. The insurance afforded to such additional insured only applies to the extent permitted by law; and

b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SAMPLE

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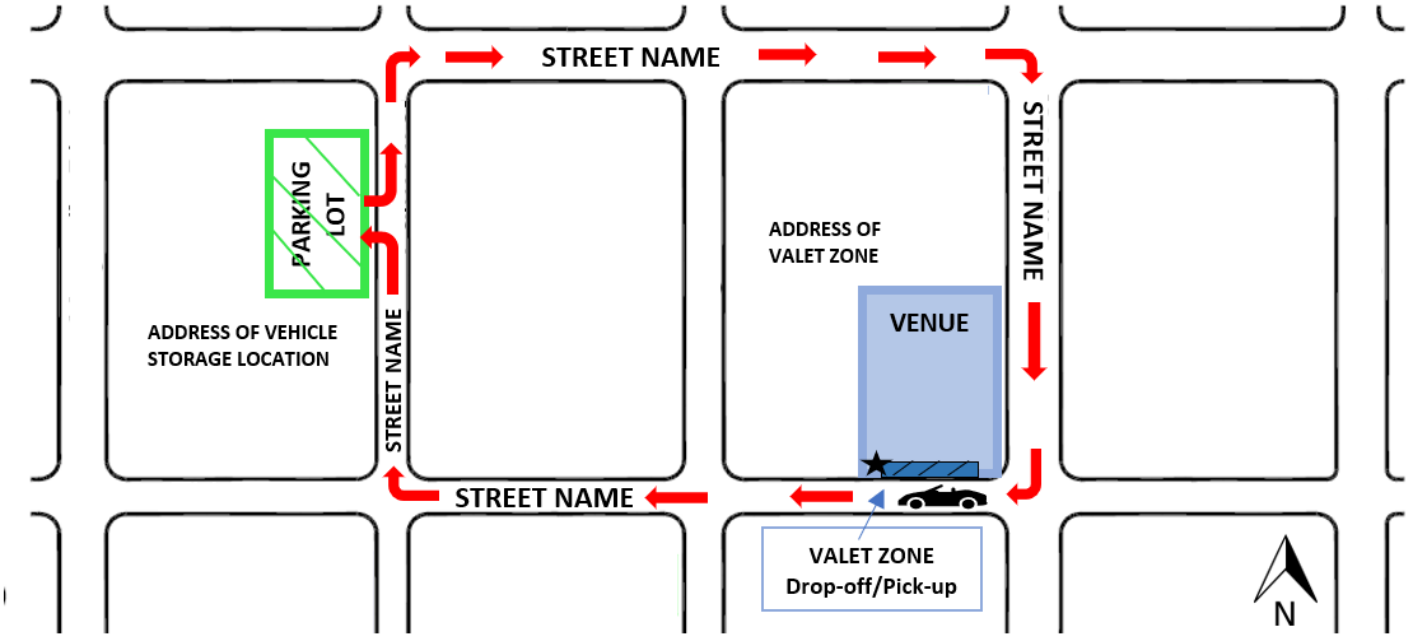
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SAMPLE VALET OPERATION MAP

Illustrate the proposed Valet operation on an aerial map.

- ☐ Indicate proposed Valet Zone. Use a star to mark the start of the Valet Zone area and stand/podium.
- ☐ Include the address for both the Valet Zone and the vehicle storage location.
- ☐ Use directional arrows (→) showing the legal driving route from the Valet Zone to the off-street storage location(s) and back to the Valet Zone.
- ☐ Provide additional operation plans if more than one vehicle storage location is to be used and the alternative routes that will be required to access these sites legally.
- ☐ All traffic control must comply with approved plan and/or MUTCD.

Below is an EXAMPLE of a diagram. A valet operation map must be submitted with the Valet Parking Permit Application.



CITY OF BURBANK FINANCIAL SERVICES

Transient Parking Tax Information

For information and digital forms, scan QR code

Refer to the BMC Title 2, Chapter 4, article 19 for the most current information on Transient Parking Tax

CITY OF BURBANK

Financial Services Department
301 E. Olive Ave., Suite 200
Burbank, CA 91510-6459
Phone (818) 238-5500
Fax (818) 238-5482
AccountsReceivable@burbankca.gov
www.BurbankCa.gov

Burbank Municipal Code (BMC)
2-4-1901 through 2-4-1917

Transient Parking Tax (TPT)

- The current tax rate is 12% of the charged parking fee
- TPT was imposed on December 12, 1995
- The current rate has been in effect since July 1, 2005
- All transient occupants who pay a parking fee are subject to TPT except where exempted as indicated by the BMC
- Transient occupants who pay a parking fee for valet services are subject to TPT

Operator Responsibility

Registration

- All parking facility operators must register with the City of Burbank Financial Services Department
- Registration must be done within 30 days after commencing business and 30 days prior to each Fiscal Year (FY); FY begins July 1st
- An Exemption application must be completed and approved if a parking facility is to be designated as exempt from the tax

Operator Responsibility (continued)

Registration (continued)

- TPT registration is separate to Business License registration
- All forms are available online at www.burbankca.gov
- The City's Financial Services Department can be reached at (818) 238-5500

Collection

- TPT shall be collected at the same time the parking fee is collected from each transient occupant
- These funds shall be held in trust for the City until such payment is due and payable at time of tax filing
- Every operator is liable for the collection and payment of the TPT
- The operator shall provide the name and address of purchaser in the event of a sale/transfer, at least 30 days in advance
- Tax information should be retained for a minimum of three years
- The City may audit parking records as necessary

Operator Responsibility (continued)

Quarterly Reporting

- A Transient Parking Tax Return must be filed on or before the last day of the month for each calendar quarter
- Payment must be remitted at the time of the tax filing
- For late tax filings and payments, a penalty of 10% of the tax due will be assessed
- For delinquent remittances exceeding 30 days, a second penalty of 20% of the amount of the tax due will be assessed
- The operator shall pay interest, compounded monthly, at the rate of 1% per month or fraction thereof on the amount of tax due from the date on which the tax first became delinquent, until such time the tax is paid.

CITY OF BURBANK