



Auto Park - Adding a Location

Section 103.202

STEPS FOR OBTAINING A PERMIT

- 1. Submission:** Applications will not be accepted by mail. Please send your completed application documents by email to pcpermitapplications@lapd.online
- 2. Review:** Once received, an Investigator will review your application for completeness and reach out to schedule your in-person appointment.
- 3. Appointment:** During the appointment you will turn in the original application documents and complete the payment required for processing the permit with the Office of Finance.
- 4. Investigation:** The Investigator assigned to your case will complete the investigation and reach out to inform you of the final notice.

PLEASE NOTE

- This application applies only to companies with an approved Master Auto Park permit who want to add a location. If you do not yet have a Master Auto Park permit, you must submit that application in tandem with this submission.
- Live Scans are only valid for three (3) years after the Master Auto Park application's initial granting. If it has been over three (3) years, please submit a new one for all business owners.
- The cost of processing applications for this permit is **\$303.00**, subject to change.
- CID does not have a designated area for visitors. If you plan to park on the street, metered parking is limited to 1 hour. Plan ahead, and allow extra time to find a parking garage. Please be prepared for any unexpected delays or parking issues.
- Permits are **not transferable**. If you are moving locations or there is a change in ownership, you must re-apply.

If your application remains incomplete 30 days after submission, your case will be filed without further action, and you will NOT be allowed to continue with the process. You may resubmit at any point after you have made the necessary changes to your application.

You can find more information pertaining to this permit at: https://codelibrary.amlegal.com/codes/los_angeles/latest/lamc/0-0-0-192586#JD_103.202.



Auto Park - Adding a Location

Section 103.202

Business Name: _____

Business Address: _____

Forms & Documents Needed To Complete Application		DONE	N/A
1	Business Information - Face Sheet Form		
2	About My Lot Form <i>(Complete form as it pertains to the business)</i>		
3	Bond document <i>(See page 5 for submission information)</i> -You are required to hold a bond of \$10,000 per lot or a blanket \$50,000 bond		
4	Parking Occupancy Tax Bond <i>(See page 6 for information)</i> -This is a requirement from the Office of Finance, please email finance.autopark@lacity.org for more information. You must satisfy one of three requirements outlined on page 6, the forms are attached.		
5	Master Auto Park <i>(Include copy with this application submission)</i>		
6	Photos <i>Provide photos of all entrances and exits of the lot as well as signage indicating parking lot regulation by the Los Angeles Board of Police Commissioners. See page 7 for language required.</i>		
7	Requirements for Applicants Applying Through an Aid -Consultant teams will need a letter of authorization from the applicant to submit-If an employee of the applicant is submitting, use a Designation of Qualified Manager form (page 8)		
8	Completed Live Scan Form <i>(Required every 3 years from all owners)</i> - Only valid for 30 days from date on the live scan form, do not complete until instructed to do so by investigator - If residing in California , go to any Live Scan location: https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles - If out-of-state, fingerprint cards are available. These require: 1. Check payable to California Department of Justice for \$32 per card and 2. Request for Exemption form per applicant card		
9	Original Zoning & Clearance From - Take the form provided (page 10) to the Department of Building and Safety, Zoning Administration - Must submit original form (Signature, date, contact number, and stamp needed or will not be accepted). Ensure the address listed is the auto park lot address. - Follow the instructions on the procedure form (page 11) to schedule your appointment		
10	Copy of Complete Lease Agreement and/or Purchase Documents - Must indicate legal/applicant's name(s), business address, current lease dates and usage - Include supplemental documents, amendments, & assignments. Anyone listed as a lessee must submit a personal application		
11	Copy of Municipal Code pertaining to Auto Park Permits <i>(For informational purposes only)</i>		



Business Information- Face Sheet

A Face Sheet must be completed for each permit type for each location. For example, if a business needs an Auto Park permit at three locations, three Face Sheets must be completed.

For Police Commission Use Only - Do Not Write In This Section

Type of Permit: AUTO PARK - ADDING A LOCATION

PC Account No: _____

PC File No: _____

Grant Date: _____

LAPD Area: _____

RD No: _____ Council District No: _____

CID Staff Stamp Here

Complete All Fields - Do Not Leave Anything Blank

Type of Business Entity: (Please check one)

Sole Proprietorship _____ Partnership _____ Limited Liability Company (LLC): _____

Corporation _____ Non-Profit _____ Other: _____

Entity Name: _____

Doing Business as (DBA): _____

Business Address: _____

(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: _____ Zip Code: _____

Auto Park Address: _____

(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: _____ Zip Code: _____

Mailing Address: _____

(If address is same as above, write "same")

City: _____ State: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

Email of Business: _____



About My Lot Form

Account No: _____

Be advised the details furnished on this form will be used in conjunction with the Police Commission inspection to ensure compliance during the inspection. If any part of the information below is changed, resubmit this form by email to pcpermitapplications@lapd.online

Complete All Fields - Do Not Leave Anything Blank

Doing Business as (DBA): _____

Business Address: _____

Hours of Operation

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Close	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

Number of Personnel

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Cashiers							
Attendants							
On-Site Supervisors							

Business Information and Details

Number of Spaces
 Standard: _____ Compact: _____ Handicap: _____ Tandem: _____ Stack: _____ Total: _____

Names and Entrance of Lot:
 Common Name of lot: _____ Your Name of Lot: _____

Location of Main Entrance: _____ No. of Entrances: _____ No. of Exists: _____

Description of Lot
 No. of Floors/Levels: _____ No. of Attendant Booths: _____ Parking Office? Yes No Facility Type: _____

Usage: _____

Type of Revenue Control Equipment (gates, arms, ticket machines, etc.): _____

Description: _____

Parking Rates
 Pricing Information (include validation info, if any): _____

Check here if you will be providing valet services (if so you will need to apply for that permit also)

Applicant's Signature: _____ Date: _____

Print Name: _____

CITY OF LOS ANGELES
INSTRUCTIONS AND INFORMATION
ON SUBMITTING BONDS TO THE CITY OF LOS ANGELES

(Share this information with your agent or broker)

1. **Agreement/Reference** - All bonds must identify the nature of your business with the City. To ensure that your submission will be properly credited, clearly show: a) number assigned to a contract, lease, permit, etc., b) the project name and c) the job site or street address.
2. **When to submit** - Normally, no work may begin until the bond Certificate Approval Number (CA Number) has been obtained. Bond documents should be submitted as early as practicable.
3. **Acceptable Evidence** – Bond forms are available directly from the City department requiring the bond, or you may obtain bond forms (interactive) from <http://cao.lacity.org/risk/BondForms.htm>

Instructions for executing bond documents for the City are available at:

<http://cao.lacity.org/risk/BondDocExecutionInstructions.pdf>

4. **Bond Document Approval** – Electronic submission is the preferred method of submitting bond documents for approval.

Bonds required for contracts must be submitted directly to the appropriate City Contract Administrator for verification of agreement/reference. Their preliminary approval must be obtained prior to submission of the bond document to CAO Risk Management.

Completed and verified bond documents should be sent electronically to the Office of the City Administrative Officer, Risk Management (cao.insurance.bonds@lacity.org) copy furnished the City Contract Administrator or the Permit Office. **Submissions other than via email will delay the approval process, as bond documents will have to be manually processed.**

Certain original bond documents, such as **Department of Building and Safety Grading Bonds**, must be submitted directly to the plan check engineer for verification. Building and Safety staff shall scan all bond documents, including any supporting documentation presented to CAO Risk Management Office via email to: cao.insurance.bonds@lacity.org

Public Works/Bureau of Engineering (BOE) Bonds required for Permits, with the exception of Sewer Bonds, are prepared by their Bond Control Section. Completed bonds are sent by BOE to CAO Risk Management electronically for approval.

Verification of all approved bonds may be obtained by checking KwikComply™, the City's online insurance and bond compliance system at <https://kwikcomply.org>

EXECUTION INSTRUCTIONS FOR BOND SUBMITTALS

Note: All signatures (principal and surety) are required to be notarized (preferably on separate acknowledgement form if in California).

Incomplete or incorrect execution will result in delay of processing your documents. For quick reference, the City of Los Angeles has outlined the following instructions on what we are looking for when reviewing your documents. According to the type of entity of the business, please see what signature(s) and paperwork will be required to process your bond.

INDIVIDUALS

Example: (Name of Individual dba (Name of Company))
 John Doe dba John Doe Construction

Signature(s) are required to be notarized. (Preferably on separate acknowledgement form if in California).

LLC (Limited Liability Company), TRUST AGREEMENTS, POWER-OF-ATTORNEY'S AND NON-PROFITS

Please provide a copy of the above documents, showing that the person(s) listed on the bond are authorized to sign on behalf of the company or individual. All persons listed and signing bond must have signatures acknowledged by a Notary Public (preferably on separate acknowledgement form if in California).

PARTNERSHIPS/LIMITED PARTNERSHIPS

At least one general partner **must** sign the bond. All persons listed and signing bond must have signatures acknowledged by a Notary Public (preferably on separate acknowledgement form if in California).

JOINT VENTURES

All persons in the Joint Venture agreement **must** sign the bond. All persons listed and signing bond must have signatures acknowledged by a Notary Public (preferably on separate acknowledgement form if in California).

CORPORATIONS

Must have signatures from at least two officers listed on bond, or one person may hold more than one office (two offices).

Example of acceptable corporate signatures include: Chairman of the Board, President, Vice President, Secretary or Assistant Secretary, Chief Financial Officer or Assistant Chief Financial Officer, Treasurer or Assistant Treasurer, et al.

An authorized agent may also sign for corporation, provided that a certified copy of the Board Resolution for the company is furnished, authorizing such person to execute the document on behalf of the corporation or sign alone.

Parking Occupancy Tax Bond Compliance Guide

The Los Angeles City Council, with the approval of the Mayor, passed Ordinance No. 182283 in October 2012 amending Chapter II, Article 1.15, Parking Occupancy Tax, of the Los Angeles Municipal Code to require all auto park operators to post a bond to ensure payment of delinquent parking occupancy taxes and to allow the City to pursue all persons responsible for collecting and remitting the parking occupancy taxes to the City.

Parking Occupancy Tax Collection Bond requirement: Please comply with one of the following selection.

- A. Parking Collection Bond** must be filed with the Office of Finance for each parking facility conducted by an auto park operator. Bond form are available from <https://finance.lacity.org/sites/g/files/wph1721/files/2021-04/Parking%20Occupancy%20Tax%20Collection%20Bond%20Form%20-%20Rev%2006-2017.pdf>
- B.** In-lieu of Parking Occupancy Tax Collection Bond, a parking operator may provide a **cash deposit** along with a completed Escrow Cash Deposit Agreement the application for is available from <https://finance.lacity.org/sites/g/files/wph1721/files/2021-04/Escrow%20Cash%20Deposit%20Agreement%20-%20Rev%2006-2017.pdf>
- C. Parking Bond Exemption.** The parking lot/valet operator must meets all the exemption requirements.
- Offers its daily customers the option to pay by credit cards widely used by or generally available to the public.
 - Continues to report accurately and pay timely the monthly Parking Occupancy Tax, and
 - Provides Office of Finance access to electronic records of credit card transactions.

The form is available <https://finance.lacity.org/sites/g/files/wph1721/files/2023-02/POTCB%20Exemption%20Application%20-%20V2%20Rev%2002-09-23.pdf>

For more information: <https://finance.lacity.org/faq/mandatory-parking-occupancy-tax-collection-bond-requirement-faq>

Please mail the completed document(s) to:

City of Los Angeles

Office of Finance

Attn: POT Bond Unit

PO Box 53234

Los Angeles, California 90053-0234



CITY OF LOS ANGELES
OFFICE OF FINANCE
TAX & PERMIT DIVISION
**PARKING OCCUPANCY TAX
COLLECTION BOND**

FORM
001
(REV. 06-2017)

**REQUIREMENTS FOR COMPLETING AND TRANSMITTING
FORM 001 TO THE OFFICE OF FINANCE
THIS FORM CANNOT BE ALTERED**

1. Issued by licensed surety company
 2. Signed by surety company's authorized representative
 3. Surety company seal is required
 4. Signed by Auto Park Operator's authorized representative
 5. Effective date included
 6. Original Form 001 is required
- This Parking Occupancy Tax Collection Bond will be deemed to be invalid if any of the above listed requirements are not completed.**

AMOUNT (U.S. CURRENCY) \$	BOND NUMBER	DATE OF ISSUANCE ____/____/____
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AT THE REQUEST OF AUTO PARK OPERATOR (REFERRED TO AS PRINCIPAL), WITH A DBA OF:
AND THE FOLLOWING LEGAL NAME:

AUTO PARK OPERATOR/OWNER'S BUSINESS ADDRESS, CITY, STATE, ZIP CODE

AUTO PARK OPERATOR/OWNER'S MAILING ADDRESS, CITY, STATE, ZIP CODE

_____ (SURETY) hereby issues this Surety Bond (BOND) in favor of the City of Los Angeles, Office of Finance, in the aggregate sum of _____ dollars (\$ _____). This BOND shall secure the payment of the above indicated Parking Occupancy Tax (POT), interest, penalties and fees due to the City of Los Angeles, Office of Finance (CITY) on or after the date of issuance of this BOND. PRINCIPAL and SURETY are indebted to the CITY in the above stated sum, for which payment PRINCIPAL and SURETY bind ourselves and our legal representatives and successors, jointly and severally.

The funds shall be paid to the CITY upon a written demand for payment on the SURETY by referencing this BOND. The demand for any payment shall be sent by U.S. Mail. The SURETY shall upon receipt honor all partial or full demands for payment and make payment to the CITY within thirty (30) days of receipt of the demand.

The condition of this obligation is that the PRINCIPAL operates a parking facility, for which it collects parking fees, as defined by Chapter 2, Article 1.15, Section 21.15.1(h) of the Los Angeles Municipal Code (LAMC). Pursuant to Chapter 2, Article 1.15, Section 21.15.4 of the LAMC, each Auto Park Operator has the duty to collect the POT imposed by said article. Accordingly, PRINCIPAL as an Auto Park Operator has a duty to collect POT. Furthermore, Section 21.15.7 of Chapter 2, Article 1.15 requires each Auto Park Operator to report to the CITY on or before the 25th day of each calendar month the total fees charged and received during the preceding calendar month, and to remit to the CITY the full amount of POT collected and POT not collected but required to be collected. In addition to the foregoing, PRINCIPAL is subject to the business tax provisions of Chapter 2, Article 1 of the LAMC.

If PRINCIPAL, its agents, officers, directors, partners, members, owners and employees, faithfully conform to and abide by the provisions of such ordinances, together with all amendatory and supplementary acts, now and hereafter enacted, and if PRINCIPAL timely, honestly and faithfully remits to the CITY all POT collected and POT not collected but required to be collected, and performs all obligations and undertakings made pursuant to the provisions of such ordinances in the conduct of operating a parking facility by PRINCIPAL, its agents, officers, directors, members, owners and employees, then this obligation shall be null and void; otherwise it shall be in full force and effect. This BOND shall be deemed continuous in form and shall remain in full force and effect for the duration of the Parking Occupancy Tax Certificate issued to the Auto Park Operator and all renewals thereof issued to such operator unless a specific BOND termination date is stated as follows. The effective date of this BOND is **(effective date is required to be listed)** _____ and terminates on June 30, 20_____.

Notwithstanding the foregoing, the CITY shall have a period of three (3) years after the expiration or cancellation date of the Parking Occupancy Tax Collection Bond to make a demand for payment upon the SURETY.

The SURETY may cancel this BOND at any time by filing with the PRINCIPAL thirty (30) days written notice of its desire to be relieved of liability with copy sent to the City of Los Angeles, Office of Finance, Attention: POT Collection Bond Unit, P.O. Box 53234, Los Angeles CA 90053-0234. The SURETY shall not be discharged from any liability relating to periods prior to the cancellation of the BOND. The BOND shall not be deemed cancelled until after the expiration of the thirty (30) day notice period.

SURETY acknowledges that any deficiency determination or notice of assessment issued against the PRINCIPAL for unpaid parking taxes, interest, penalties, and fees will also be issued by the CITY against the SURETY at the address below. SURETY may request an administrative appeal hearing, pursuant to Chapter 2, Article 1.15, Section 21.15.10 of the LAMC. If only the PRINCIPAL files such petition, it will be considered a filing on behalf of both the SURETY and PRINCIPAL. SURETY acknowledges that in its discretion the CITY may consolidate the hearings of the PRINCIPAL and SURETY. SURETY acknowledges that upon the exhaustion of the CITY's administrative appeals process, if a hearing is granted as authorized by Sec. 21.15.10, the PRINCIPAL and SURETY shall be liable to the CITY in the amount of the determination or decision of the Assessment Review Officer and/or the Board of Review; however, the SURETY'S liability for this BOND shall not exceed the face value of the BOND. SURETY acknowledges that the SURETY shall be subject to the same requirements as the PRINCIPAL with regard to payment of the tax liability and exhaustion of administrative remedies prior to seeking judicial relief. SURETY acknowledges that the CITY may exercise all remedies against the SURETY that are available to the CITY as to the PRINCIPAL or any other person determined to be liable for a tax. SURETY acknowledges that its sole legal recourse if it disputes the validity of the CITY's determination or hearing decision is to file a post-payment suit for refund.

The person signing this BOND states that he or she has the legal authority to enter into this BOND and to legally bind the Business below.

SURETY NAME	SURETY PHONE NUMBER (____) _____ - _____	SURETY COMPANY CERTIFICATE OF AUTHORITY NUMBER
SURETY ADDRESS		SIGNATURE OF SURETY OFFICIAL
SURETY CITY, STATE, ZIP CODE		SURETY OFFICIAL'S NAME AND TITLE (TYPED OR PRINTED)

THE FOLLOWING AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION HAS BEEN SET FORTH AT THE REQUEST OF THE CITY OF LOS ANGELES OFFICE OF FINANCE AND DOES NOT CONSTITUTE A PART OF, OR AN EXHIBIT TO, THE SURETY BOND.

CITY OF LOS ANGELES, OFFICE OF FINANCE
AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

I hereby authorize release of confidential tax information to the issuing Surety Company listed above for the purpose of notification of delinquent Parking Occupancy Tax remittances and for the purpose of making demand for payment of the Surety Bond Number listed above as long as the obligation remains in force and effect. Release of this information to the named surety company does not give the surety company authority to request information other than information concerning the delinquent periods for which a demand for payment is being made. I also release the Director of Finance, Office of Finance personnel and the City of Los Angeles from any and all liability pursuant to any disclosure of confidential tax information that is necessary for notification of delinquent Parking Occupancy Tax remittances or for making demand for or receiving such payment. By signing this Authorization, I state that I have the legal authority to bind the Auto Park Operator/Business below.

In witness whereof, this Auto Park Operator/Business duly executed the foregoing this _____ day of _____, 20_____.

AUTO PARK OPERATOR/BUSINESS (OWNER, PARTNER, CORPORATE OFFICER OR MEMBER)	TITLE
SIGNATURE OF OWNER, PARTNER, CORPORATE OFFICER, OR MEMBER	PRINT OR TYPE NAME OF PERSON SIGNING THIS RELEASE

FOR OFFICE USE: ACCOUNT# _____



**CITY OF LOS ANGELES
OFFICE OF FINANCE
TAX & PERMIT DIVISION
ESCROW CASH DEPOSIT AGREEMENT IN LIEU OF
PARKING OCCUPANCY TAX COLLECTION BOND**

AMOUNT (U.S. CURRENCY) \$	DEPOSIT NUMBER	DATE OF DEPOSIT ____/____/____
AUTO PARK OPERATOR (REFERRED TO AS PRINCIPAL), WITH A DBA OF: AND THE FOLLOWING LEGAL NAME:		
AUTO PARK OPERATOR/BUSINESS OWNER'S ADDRESS		CITY
COUNTY	STATE AND ZIP CODE	
<p>_____ (PRINCIPAL) hereby agrees to establish with the City of Los Angeles, Office of Finance, an Escrow Cash Deposit Account (DEPOSIT), pursuant to Chapter 2, Article 1.15, Section 21.15.6(d) of the Los Angeles Municipal Code, in lieu of a Parking Occupancy Tax Collection Bond, in the aggregate sum of _____ dollars (\$ _____). This DEPOSIT shall secure the payment of all Parking Occupancy Tax (POT), interest, penalties and fees due to the City of Los Angeles, Office of Finance (CITY) arising from its past, present, or future activities as an Auto Park Operator within the CITY. PRINCIPAL is indebted to the CITY in the above stated sum, for which payment PRINCIPAL binds itself and its legal representatives and successors, jointly and severally.</p> <p>The condition of this obligation is that the PRINCIPAL operates a parking facility, for which it collects parking fees, as defined by Chapter 2, Article 1.15, Section 21.15.1(h) of the Los Angeles Municipal Code (LAMC). Pursuant to Chapter 2, Article 1.15, Section 21.15.4 of the LAMC, each Auto Park Operator has the duty to collect the POT imposed by said article. Accordingly, PRINCIPAL, as an Auto Park Operator, has a duty to collect POT. Furthermore, Section 21.15.7 of Chapter 2, Article 1.15 requires each Auto Park Operator to report to the CITY on or before the 25th day of each calendar month the total fees charged and received during the preceding calendar month, and to remit to the CITY the full amount of POT collected and POT not collected but required to be collected. In addition to the foregoing, PRINCIPAL is subject to the business tax provisions of Chapter 2, Article 1 of the LAMC.</p> <p>If PRINCIPAL, its agents, officers, directors, partners, members, owners and employees, faithfully conform to and abide by the provisions of such ordinances, together with all amendatory and supplementary acts, now and hereafter enacted, and if PRINCIPAL timely, honestly and faithfully remits to the CITY all POT collected and POT not collected but required to be collected, and performs all obligations and undertakings made pursuant to the provisions of such ordinances in the conduct of operating a parking facility by PRINCIPAL, its agents, officers, directors, members, owners and employees, then this obligation shall be null and void; otherwise it shall be in full force and effect and the DEPOSIT shall be non-refundable until the PRINCIPAL ceases to operate as an Auto Park Operator within the CITY and the CITY is satisfied that the PRINCIPAL has fulfilled all obligations under the LAMC relating to its activities as an Auto Park Operator. PRINCIPAL further agrees that there shall not be interest accrual on DEPOSIT, even at such time that DEPOSIT is refunded.</p> <p>PRINCIPAL may request an administrative appeal hearing, pursuant to Chapter 2, Article 1.15, Section 21.15.10 of the LAMC. PRINCIPAL acknowledges that upon the exhaustion of the CITY's administrative appeals process, if a hearing is granted as authorized by Sec. 21.15.10, the PRINCIPAL shall be liable to the CITY in the amount of the determination or decision of the Assessment Review Officer and/or the Board of Review. PRINCIPAL acknowledges that the CITY may exercise all remedies against PRINCIPAL or any other person determined to be liable for a tax. Upon the finality of an assessment against PRINCIPAL, CITY may seize this DEPOSIT in full or in part to satisfy any portion of the amount owing to the CITY. PRINCIPAL acknowledges that its sole legal recourse if it disputes the validity of the CITY's determination or hearing decision is to file a post-payment suit for refund. PRINCIPAL acknowledges that it will remain liable for the remainder of any liability not satisfied by this DEPOSIT.</p>		
The person signing this AGREEMENT states that he or she has the legal authority to enter into this AGREEMENT and to legally bind the Business below.		
In witness whereof, this Auto Park Operator/Business duly executed the foregoing this _____ day of _____, 20 ____.		
AUTO PARK OPERATOR/BUSINESS (OWNER, PARTNER, CORPORATE OFFICER OR MEMBER)	TITLE	
SIGNATURE OF OWNER, PARTNER, CORPORATE OFFICER, OR MEMBER	PRINT OR TYPE NAME OF PERSON SIGNING THIS RELEASE	

APPROVED BY OFFICE OF FINANCE TAX AND PERMIT DIVISION

BY: _____

Print Name: _____

DATED: _____

Title: _____

FOR OFFICE USE: ACCOUNT# _____



CITY OF LOS ANGELES
 CALIFORNIA
KAREN BASS
 MAYOR

DIANA MANGIOGLU
 DIRECTOR OF FINANCE
 CITY TREASURER

PARKING OCCUPANCY TAX COLLECTION BOND EXEMPTION APPLICATION

City of Los Angeles
 Office of Finance
 P.O. Box 53234, Los Angeles CA 90053-0234
 (213) 744-9730 (213) 744-9753

APPLICANT INFORMATION	I, Applicant, am the auto park / valet parking operator and am submitting this Parking Occupancy Tax Collection Bond Exemption application for the parking facility/location listed herein. I hereby certify, under penalty of perjury, that I accept credit card payments at this parking facility/location, will continue to report timely and accurately the monthly Parking Occupancy Tax and agree to provide access to electronic records of credit card transactions to the Office of Finance. I understand this application must be complete to be accepted by the Office of Finance for review.
Legal Name of Auto Park / Valet Parking Operator:	
DBA, if applicable:	
Business Tax Registration Certificate Account No:	
Business Address:	
Mailing Address:	
Telephone Number:	
Email Address:	

I voluntarily provide proof that credit card payment is offered at this parking facility/location, please see attached.

I declare, under penalty under the laws of the State of California, that to the best of my knowledge the foregoing is true, correct and complete.	
Name _____	Title _____
Signature _____	Date _____
Daytime Telephone Number _____	Email _____

Please remember to sign your form when returning it to the below address:

City of Los Angeles - Office of Finance
Attn: POT Bond Unit
P.O. Box 53234
Los Angeles CA 90053-0234

CITY HALL OFFICE

City Hall	200 N. Spring St. (Use Main St. Entrance)	Rm 101	PHONE (844) 663-4411	Open Mon. through Fri.	8 AM to 5 PM
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BRANCH OFFICES AND HOURS

Van Nuys Civic Center	Braude Constituent Svcs. Center 6262 Van Nuys Blvd	Rm 110	PHONE (844) 663-4411	Open Mon. through Fri.	8 AM to 5 PM
West Los Angeles	1828 Sawtelle Blvd.	Rm 102	PHONE (844) 663-4411	Open Mon. through Fri.	8 AM to 5 PM

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

ATTENTION – PLEASE READ

Non-financial information such as name, business address (including home-based businesses), mailing address, etc., contained in your City of Los Angeles tax and permit records, is subject to public disclosure under provisions of the California Public Records Act, Government Code Section 6250 et seq. Your residential information may also be subject to public disclosure if that location is utilized for business and/or mailing purposes.

If you are unclear if this applies to you, please ask for clarification from a public counter staff person.

For the latest information about these and other issues, visit our website at finance.lacity.org, call our taxpayer assistance line at (844) 663-4411, or call or visit any of our branch offices listed above.

LOS ANGELES POLICE COMMISSION BOARD RULES GOVERNING AUTO PARKS

The following Rules, in addition to State and City laws, shall govern automobile parking lots:

DEFINITION: Automobile Parking Lot means any lot, contiguous lots, or other parcels of land under single management or control where more than eight motor vehicles are kept stored or parked within or without a building, for a consideration, at any one time.

RULE #1: In addition to the requirements set forth in Section 103.202(g)(1) of the Los Angeles Municipal Code, the required signage shall have the following disclosure printed in contrasting bold letters centered on the bottom portion of the sign:

THIS AUTOMOBILE PARKING LOT IS REGULATED BY THE LOS ANGELES BOARD OF POLICE COMMISSIONERS. YOU MAY CONTACT THE BOARD AT (213) 996-1270 FOR ANY CONCERN REGARDING ITS OPERATION.

RULE #2: In addition to the requirements set forth in Section 103.202 (g)(1) of the Los Angeles Municipal Code the required signage shall also contain an operable telephone number for the permittee for public inquiries or complaints.

RULE #3: The required signage must be professionally constructed, kept in good repair, and readable. Portable signs placed on the roadway are prohibited.

RULE #4: Upon termination of operation or change of ownership, the prior operator shall cause their signs to be removed from the parking lot. The new operator shall cause new signs with the appropriate information to be posted throughout the parking lot and all entrances. The required signage must be posted prior to operation.

RULE #5: The permittee shall ensure that Auto Park employees at no time interfere with the normal flow of pedestrian and vehicular traffic on the public right-of-way. Employees shall not stand in the roadway in violation of Section 21956 of the California Vehicle Code, Pedestrian on Roadway.



Designation of Qualified Manager

(I/We) _____
Permit Holder's/Permit Applicant's Full Legal Name

Doing Business As _____, designate the following _____ person(s)
Business Name (Doing Business As) number

Full Legal Name of Qualified Manager State Identification Number

Full Legal Name of Qualified Manager State Identification Number

as my/our Designated Manager, to represent (me/us) before the Los Angeles (Commission), Los Angeles Police Department, or any office or department of the City of Los Angeles with respect to (all) my police permit(s).

Said Designated Manager is authorized to receive information about all accounts related to police permits held by me/us including permit applications, history, status, disciplinary action, fees, payments taxes, and other information used by the City to transact business on police permits. Said Designated Manager is authorized to transact business in connection with police permits, including opening and closing accounts, applying for permits, canceling permits, giving oral and written information, and to perform any act or thing whatsoever concerning police permits in every aspect as (I/we) could do were (I/we) personally present. The Designated Manager has the authority to legally and financially bind the permit holder.

This Designation of Qualified Manager revokes all earlier Designation of Qualified Manager forms and shall be in full force and effect until written revocation is received by the Commission or until a new form is requested by the Commission and executed by me/us.

The undersigned permit holder(s)/applicant(s) further certifies that this Designation of Qualified Manager was completely filled in at the time of this execution.

I read, write, and understand English, or I have had the permit process and all documents, including this Designation of Qualified Manager form sufficiently explained to me.

Signed this _____ day of _____
Day Month Year Master Account Number

This form MUST BE NOTARIZED.

Permit Holder's/Applicant's Full Legal Name—Printed or Typed

The NOTARY FORM MUST STATE THE TITLE OF THIS DOCUMENT AS "Designation of Qualified Manager" or the form will not be accepted. Notary, see additional instructions below.

Permit Holder's/Applicant's Signature(s)

Notary must complete the information below:

Notary's street address: _____

Notary's city, state, and zip code: _____

Notary Public's Phone #: _____

Notary Public's email address (optional): _____

After receipt and review of the completed form, this Designation of Qualified Manager will be applied to all permit holder accounts. This form is to be utilized for the establishing of the Qualified Manager only, and the Qualified Manager is responsible for contacting the City to request any information or complete any transaction.

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

*****FOLLOW INSTRUCTIONS BELOW*****

ORI: CA0194200 Type of Application: LICENSE CERT OR PERMIT
 Job Title or Type of License, Certification or Permit: *****-> POLICE COMMISSION PERMIT

Agency Address Set Contributing Agency: LAPD (CAPDLOS ANGELES) 14923 **←LAPD has many codes. Use this.**
 Agency authorized to receive criminal history information Mail Code (five digit code assigned by DOJ)
700 E. TEMPLE ST. STE B22
 Street No. Street or P.O. Box Contact Name (Mandatory for all school submissions)
LOS ANGELES CA 91351 (213) 996-1210
 City State Zip Code Contact Telephone No.

*****ENTER INFORMATION FOR 1 – 11b*** Live Scan Operator: Be sure to enter all items.**

Name of Applicant: 1
 (please print) Last First MI
 Alias: 2 Driver's License No. 3
 Last First 5
 Date of Birth: 4 Sex: Male Female Misc. No. BIL- N/A
 Agency Billing Number
 Height: 6 Weight: 7 Misc No: _____
 Eye Color: 8 Hair Color: 9 Home Address: 11a
 Street or P.O. Box
 Place of Birth: 10 11b _____
 City, State and Zip Code
 SOC: *****DO NOT ENTER SOCIAL SECURITY*****

*****MAKE TWO COPIES. GO TO LIVE SCAN CENTER.*****

Your Number: TRC# Level of Service DOJ FBI
 OCA No. (Agency Identifying No.)
 If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute) *****DO NOT USE THIS SECTION*****
 Employer Name _____
 Street No. Street or P.O. Box Mail Code (five digit code assigned by DOJ)
 City State Zip Code () _____
 Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
 Name of Operator
 Transmitting Agency _____ ATI No. _____ Amount Collected/Billed

LAPD 02/2016

GIVE COPIES OF FORM:
 ORIGINAL-Live Scan Operator; SECOND COPY-SEND TO LAPD; THIRD COPY-Keep
 BCII 8016 (Rev 04/01)



Zoning and Use Clearance Form

PC Permit Type (*Limit 1 per form*): AUTO PARK P-706

Address of Business Served: _____

Address of Auto Park: _____

City: _____ Zip Code: _____

Located between streets: _____

LADBS USE ONLY-- INSPECTOR TO ANSWER ALL ENTRIES BELOW

Zone: _____

LADBS Permit Type: _____

LADBS Permit No. : _____

Business shown ____ is ____ is not **A PERMITTED USE**

Business shown ____ is ____ is not **A PERMITTED USE BY THE OCCUPANCY RECORD**

**Applicant Note – Additional Building and Safety and/or Zoning requirements may be applicable and imposed.*

Is a Conditional Use Permit Required? Yes ____ No ____

CUP ZA No. _____ (*Please provide copy*)

Has the USE been vacated for greater than one year? Yes ____ No ____

Remarks:

LADBS Signature: _____

Place Stamp Here

LADBS Printed Name: _____

Date: _____

Contact No: _____

Building and Safety Locations: Open to the Public - Appointment only (www.ladbs.org)

Downtown Los Angeles: 201 N. Figueroa Street, First Floor, Los Angeles, 90012

Hours of Operation: Monday through Friday, 7:30 a.m. to 4:30 p.m.

Drop-Off/Pick-up Only

Van Nuys: 6262 Van Nuys Blvd #251, Van Nuys, 91401

Hours: Monday, Tuesday, Thursday, Friday, 7:30 a.m. to 4:00 p.m.
Wednesday: 9:00 a.m. to 4:00 p.m.

West Los Angeles: 1828 Sawtelle Blvd, Los Angeles, 90025 Hours:

Monday, Tuesday, Thursday, Friday, 7:30 a.m. to 4:00 p.m.
Wednesday: 9:00 a.m. to 4:00 p.m.

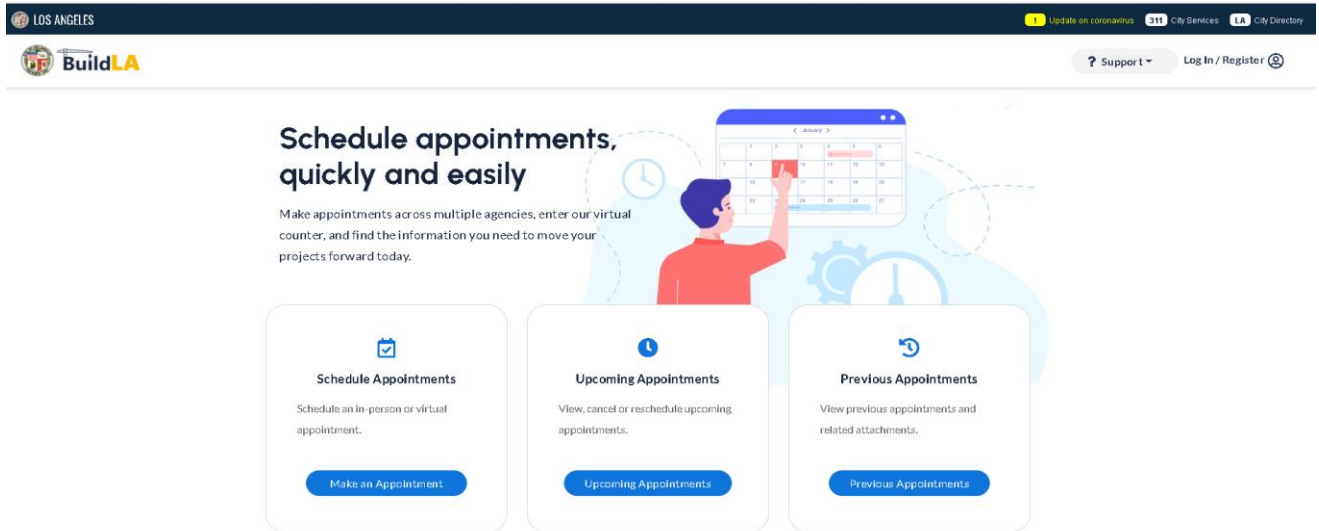
The Los Angeles Police Commission will not issue a permit for any business activity which is not allowed at a location by the Zoning Administration. Be advised that this form is only valid if signed, dated, stamped and all fields on the form are completely filled out by a representative of the Department of Building and Safety. All incomplete forms **will not** be accepted and will delay the application process.

Zoning and Use Clearance Form Procedure

Please use the following steps to complete your Zoning and Use Clearance Form:

Step 1: Make a “New Submittal” appointment with LADBS, using the following BuildLA link:
<https://appointments.lacity.org/apptsys/Public/Account>

Step 2: Click “Make an Appointment” located in the “Schedule Appointment” Tab



Step 3: In the “Lets Get Started” dialog box make the following selections:

Agency/Department-**Building and Safety (LADBS)**

Select Service-**Building Plan Check – New plan check submittal**

Select Office- **LADBS – Metro (Downtown) 4th Floor**

The image shows a 'Let's Get Started' dialog box with three dropdown menus. The first menu is 'Select Agency/Department' with 'Building and Safety (LADBS)' selected. The second menu is 'Select Service' with 'Building Plan Check – New plan check submittal' selected, and a link 'Don't See your Service?' is visible. The third menu is 'Select Office' with 'LADBS - Metro (Downtown) 4th Floor' selected. At the bottom, there are '< Back' and 'Next' buttons.

At your appointment time, LADBS will screen your request and documents and assign them to a LADBS engineer to review your request for approval. Additional documents may be requested.

Los Angeles Department of Building and Safety (LADBS) -201 N. Figueroa St., First Floor, Los Angeles 90012 Phone: 311 or (213) 473-3231

The following is an excerpt of the Los Angeles
Municipal Code outlining the City law regarding
Auto Park police permits.

Section 103.202 Auto Park

SEC. 103.202. AUTOMOBILE PARKING LOTS.

(a) **Definitions.** As used in this article:

1. “**AUTOMOBILE PARKING LOT**” or “**LOT**” means any lot, contiguous lots, or other parcels of land under single management or control where more than eight motor vehicles are kept stored or parked within or without a building, for a consideration, at any one time.

EXEMPTIONS:

The provisions of this section shall not apply to any automobile parking lot:

(i) Which is operated and entirely controlled by the owner or operator of an apartment house, lodging house, hotel or multiple dwelling, motel, auto court, or other place of residence, or any office building, when such lot is used exclusively, with no fee or charge, for the accommodation of the vehicles of occupants, tenants or lessees of that place of residence or office building and their guests and invitees;

(ii) Which is not operated for profit but is maintained and used exclusively for the accommodation of the vehicles of employees or customers of the owner or person in control of the lot; or

(iii) Which is directly operated and maintained by the owner or operator of any retail or wholesale store or any theatre or other business or amusement establishment, and is used exclusively for the accommodation of vehicles of the customers or patrons thereof, with no fee or charge being made therefor.

(b) **Permit Required. (Amended by Ord. No. 180,922, Eff. 12/12/09.)**

1. No person shall conduct, manage or operate an automobile parking lot without a written permit from the Board. For purposes of this section, lots or parcels of land separated by a public street or public alley shall not be deemed contiguous lots or parcels.

2. Companies that conduct, manage, or operate multiple automobile parking lots shall obtain a Master Automobile Parking Lot permit. The Master Automobile Parking Lot permit application shall comply with the requirements set forth in Section 103.02.1 and shall separately identify each parking lot to which it applies. A Master Automobile Parking Lot permit shall apply only to those parking lots specifically identified in the permit at the time it is issued.

3. Companies that have obtained a Master Automobile Parking Lot permit shall file any applications for additional automobile parking lots in person only at the main office of the Office of Finance. Such applications for additional lots shall provide the location of the additional lot and the name of a qualified manager designated to conduct, manage or operate the additional lot.

4. The Board may grant a temporary permit for an additional parking lot on the same day the application for such parking lot is submitted to the Office of Finance provided the following conditions are met:

(i) A Master Automobile Parking Lot permit is on file at the Office of Finance;

(ii) A complete application for the additional parking lot is on file at the Office of Finance;

(iii) All permit fees and taxes owed to the City have been paid to the Office of Finance;

(iv) Documentation of the proper zoning clearance has been submitted to the Office of Finance; and

(v) A preliminary investigation by the Board does not reveal information which would normally constitute grounds for denial.

(c) **Prerequisite to Application.**

1. **Bond Required.** Before an application for a permit to operate a parking lot will be received or acted upon, the applicant must file and maintain with the Office of Finance (**Amended by Ord. No. 173,300, Eff. 6/30/00, Oper. 7/1/00.**) a bond in the amount of \$10,000 for each parking lot, or a blanket bond in the amount of \$50,000 covering all parking lots owned or operated by the same applicant. Such bond shall indemnify any person whose vehicle is accepted by the permittee for parking or storage against loss by reason of theft or other unlawful taking, or for damages to such vehicle for which the permittee is legally liable. Said bond shall provide that it will be continuous until cancelled by a 30 day written notice, and that it will cover each and every annual permit issued to the principal named until so cancelled. Notice of cancellation shall be sent by registered mail to the City Attorney 30 days in advance of the cancellation date.

All bonds shall be executed by a corporate surety approved by the Board and admitted to do business in this State. Such bond shall not be void upon the first recovery, but may be sued and recovered upon from time to time by any person aggrieved, until the whole amount is exhausted.

2. **Liability Under Bond – Restoration.** If the amount of liability under the bond is decreased for any reason, the permit shall be automatically suspended. In order to reinstate the permit, the permittee shall either file a new bond or restore the bond on file to the original amount.

(d) **Disciplinary Action – Additional Ground.** The following acts committed by a permittee hereunder shall be a ground for disciplinary action in addition to the grounds listed in Sec. 103.35:

1. The permittee, his agents or employees, through carelessness, negligence or failure to make proper provision for the safeguarding of vehicles left in their custody, have knowingly or unknowingly facilitated or contributed toward the theft or conversion of any such vehicle; or of the contents thereof, or the damaging of any such vehicle; or

2. The permittee, his agents or employees have failed to cooperate with the police to aid in the detection of any theft or other crime committed on the premises described in the permit or which arose out of the conduct of the business for which the permit was issued; or

3. The permittee, his agents or employees delivered a vehicle in their custody to a person who failed to present either the parking ticket issued therefor or a memorandum written and signed in the presence of said permittee or his attendant by the person to whom the ticket was delivered. Such memorandum must give a satisfactory reason for the inability to produce the ticket. No penalty for a violation of this subdivision shall be imposed against any permittee or attendant where the vehicle was delivered to the registered owner thereof or to any person lawfully entitled to possession of the vehicle.

(e) **Handling of Vehicles.**

(1) Neither the permittee, his agents or employees shall drive, park, stand, stop or store any vehicle parked or stored in any such parking lot on, upon or across any public street, public sidewalk, public alley or other public place, or drive or move any vehicle parked or stored in any automobile parking lot, except within the property lines of such automobile parking lot. Neither the permittee nor any agent or employee shall take or drive, or permit any person to take or drive, any vehicle left in the custody of the permittee away from such automobile parking lot for any purpose without the express permission of the bailor of such vehicle or his authorized representative, except that any such vehicle may be moved for safekeeping to another place in the event of fire, flood or other catastrophe or emergency.

(2) The permittee, his agents or employees shall notify the Police Department whenever a vehicle has been left on a parking lot for a period in excess of 48 hours without a prior contractual arrangement for such period of time in order to determine whether the vehicle is stolen or abandoned. Following such notification, the permittee, his agents or employees may remove or cause to be removed such vehicle to a facility within the City that is attended on a 24-hour basis, for the purpose of protecting the property for the account of and at the expense of the bailor of the vehicle.

(f) **Guarding of Vehicles.**

(1) **Attendants – Receipts.** There must be at least one attendant on the lot at all times during the hours the lot is open for business. At each closing time, each vehicle, except those locked by the persons bringing them to the lot, which then remains on the lot, shall be securely locked if a key thereto is available and said key deposited with a responsible person at a safe and convenient place, both previously approved by the Board, to be delivered to the person who parked the vehicle upon surrender of the parking receipt or ticket. A ticket or receipt must be delivered to each person leaving a vehicle on the lot at the time of such leaving, and must have printed on it the name of the person maintaining or operating such lot and the address thereof, and also the place where the key to the vehicle may be obtained after the lot has closed; except that a parking receipt or ticket need not be delivered at time of parking to contract or term customers of parking lots; in lieu of such ticket or receipt for contract or term customers, the parking lot shall issue a receipt to the customer at the beginning of each contract or term period for parking.

(2) **Return of Vehicles.** The permittee, his agents, or employees shall deliver each vehicle to the person who left that vehicle in his care upon presentation of the parking ticket or receipt therefor.

(3) **Lots Without Attendants – Regulations. (Amended by Ord. No. 133,317, Eff. 12/23/66.)** The Board may permit the operation of a parking lot without an attendant where the customer is required to drive, park and lock his vehicle if the Board finds that the design of the lot makes such operation feasible without causing traffic congestion or damage to property. In no event shall a permittee be allowed to operate a parking lot without an attendant where the vehicles are so parked that any vehicle has to be moved in order to move any other vehicle.

Each parking lot operated without an attendant which is equipped with an automatic device, whether coin operated or otherwise, which regulates ingress or egress or both ingress and egress, shall have posted on or about all such devices a sign, plainly visible to the public indicating the name, address and telephone number of a person to be contacted in case of emergency or failure of the automatic device to function. The person to be notified shall respond to any request for assistance within a reasonable time.

Each parking lot operated without an attendant shall have a workable device to inform the public when the lot is fully occupied, except that where parking is restricted to use of contract customers on a daily, weekly or monthly rental basis, a sign shall be posted informing the public of the parking restrictions applicable.

If the Board finds that the parking lot is so designed that the public can readily determine if parking spaces are open without driving onto the lot, it may exempt the lot from the requirement of an automatic device to indicate that the lot is full.

(g) **Signs – Closing Time – Parking Fees.**

(1) Each permittee shall install and maintain at each entrance of the lot for which the permit has been issued a sign plainly visible from the street with letters and numerals at least six inches high and one-inch stroke in contrasting colors, showing the permittee's name, the address of the business, the time the lot closes, and the parking fees; except, however, that the name and address of the permittee need not exceed three inches in height with a one-half inch stroke, in contrasting colors. If any letters or numerals on such signs exceed 12 inches in height, then all other numerals and letters relating to parking fees shall be not less than one-half the height of the largest numeral or letter on the sign. All fractions of time shall be spelled out in letters. Parking fees shall be posted at the entrance of the lot as follows:

- (i) Rates per hour;
- (ii) Rates per fraction of an hour, if any;
- (iii) Rates for subsequent hours or fraction thereof;
- (iv) The maximum charge;
- (v) The time the lot closes.

In the event that afternoon, evening, or night parking fees will be higher than the daytime fees, then such higher fees shall also be posted at the entrance of the parking lot in addition to the daytime parking fees.

Each permittee shall install and maintain in a conspicuous place on the parking lot, which place may be designated by the Board, a sign with letters and numerals at least six inches high and one-inch stroke in contrasting colors showing a complete schedule of parking fees applicable during any business day showing all rates, changes in rates and the hours such changes become effective. If any letters or numerals on such signs exceed 12 inches in height, then all other numerals and letters relating to parking fees shall be not less than one-half the height of the largest letter or numeral on the sign. All fractions of time shall be spelled out in letters.

It shall be unlawful for any permittee or his agents or employees to charge or collect any parking fees for the parking of any vehicle at a rate in excess of the rate posted at the entrance of the lot at the time the vehicle was accepted for storage, nor shall any permittee alter or change any of his posted schedules of fees by superimposing another and different sign thereon, or otherwise, during the course of any business day while the lot is open for business; provided, however, that any posted schedule of fees may be changed prior to the opening of any lot for business at the beginning of any business day, and the fee schedule posted at the entrance of the lot may be changed at the time of change to a night rate and to a second night rate change after 1:00 o'clock A.M.

(2) Each permittee shall file with the Board and post on the parking lot within 30 days after the effective date of this subdivision a complete and accurate schedule of rates to be charged specifying therein the time and the dates for which such rates are applicable. Applicants for parking lot permits shall file such a schedule with their application and post such schedule on the lot before operating the parking lot. No charge other than the rates specified in such schedule shall be made except as hereinafter provided.

In the event a permittee desires to change his schedule of rates he shall give a 10-day written notice to the Board which shall contain the new schedule of rates. A duplicate copy of such notice shall be posted for a period of 10 days in a conspicuous place in the parking lot, which place may be designated by the Board. Upon the expiration of the 10-day period, the rates may be changed in accordance with such notice.

Upon the application to the Board and a showing of hardship by the permittee, the Board may permit a downward revision of the rate schedule within the said 10-day period. **(Amended by Ord. No. 113,316, Eff. 5/29/59.)**

(3) When an automobile parking lot has been filled to the safe capacity stated upon the permit for that lot, the operator shall not allow the entry of additional vehicles except when vacancies are created below that safe capacity. Each time that the parking lot is filled to its safe capacity, the operator shall place a sign at the entrance thereof with the word "FULL" thereon. The letters of such word shall be at least six inches high with a one-inch stroke, and the sign and letters shall be in contrasting colors. The sign shall be affixed to a stand at least 24 inches high.

(4) Each permittee shall post prominently at the attendant's booth or other approved location, notification of the "six-minute grace period" provided in Section 444 of the Vehicle Code where applicable.

(h) **Signs – Ticket Validation.** No permittee, operator, manager or any other person in charge of any parking lot shall install or maintain any billboard or sign at such parking lot indicating that the validation or endorsement of the parking receipt by any other person will be accepted in lieu of all or any portion of the parking fee, or entitle the customer to a refund thereof unless such validations or endorsements are accepted as advertised.

(i) **Attendants – Identification.** Attendants shall wear cards, buttons, tabs, badges or name plates with their correct, full names inscribed thereon attached to a conspicuous place on their clothing, except that where permittees have assigned non-duplicated, consecutive employee numbers to their attendants, such attendants may wear a button or tab containing such employee number in lieu of a name plate. Attendants shall identify themselves by giving their full, correct name or correct, assigned employee number to any patron of the parking lot who asks for such identification.

(j) **Fencing.** If the Board finds that protection is necessary to prevent theft of property, or to prevent injury or damage to pedestrians or property, it shall require that those portions of the parking lot not needed for access or egress be surrounded by a wall or fence to be approved by the Board. The height and the materials of such wall or fence shall be specified by the Board but in no event shall a fence higher than five feet be required nor shall such fence exceed in height the height of fences permitted by the provisions of Article 2, Chapter I of this Code.

(k) **Investigation.**

(1) Upon the filing of such application, the Board shall make such investigation as it deems necessary and if the Board finds that the conduct or operation of an automobile parking lot at the proposed location would not be detrimental or injurious to the neighborhood in general, and that the applicant is of good character and of good business repute and has not been convicted of theft or embezzlement, or of any offense involving the unlawful use, taking or conversion of a vehicle belonging to another, and is otherwise a fit and proper person to conduct an automobile parking lot, or if the applicant is a corporation, its officers, directors and principal stockholders are of good character and of good business repute and have not been convicted of theft or embezzlement, or of any offense involving the unlawful use, taking or conversion of a vehicle belonging to another, and are otherwise fit and proper persons to conduct such a lot, the permit shall issue, otherwise, the application shall be denied only after the Board shall conduct a hearing on said application.

(2) The Board shall cause to be shown on each permit issued the safe capacity of the parking lot, which safe capacity shall be determined by the Board during its investigation upon the filing of each application. Such safe capacity shall be determined by the judgment of the Board, with particular attention to ease of removal of any car from such lot within a reasonable period of time, without movement of other vehicles into the public right of way.