



# Auto Park - Master

## *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](mailto: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.

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### PLEASE NOTE

- This application requires you submit an auto park permit application for at least one location.
- There is no fee for processing this application, but please remember to renew yearly.
- 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](https://codelibrary.amlegal.com/codes/los_angeles/latest/lamc/0-0-0-192586#JD_103.202).



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## Section 103.202

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

| Forms & Documents Needed To Complete Application |   | DONE | N/A |
|--|---|------|-----|
| 1  | <b>Business Information - Face Sheet Form</b>   |      |     |
| 2  | <b>Owners &amp; Applicants Form</b> ( <i>Ownership should equal 100%. If not, explain in the space provided</i> )   |      |     |
| 3  | <b>Personal Application Form</b> ( <i>Each owner must complete this form</i> )<br><i>- DO NOT SIGN UNTIL INSTRUCTED BY INVESTIGATOR OR HAVE FORM NOTARIZED</i>  |      |     |
| 4  | <b>Copy of the applicant's valid state Driver's License or state identification</b><br><i>- The address must match the applicant's information on the Personal Application</i><br><i>- Shall not be expired</i>   |      |     |
| 5  | <b>Completed Live Scan Form</b><br><i>- Only valid for 30 days from date on the live scan form, do not complete until instructed to do so by investigator</i><br><i>- If residing in California, go to any Live Scan location: <a href="https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles">https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles</a></i><br><i>- 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</i> |      |     |
| 6  | <b>Bond document</b> ( <i>See page 8 for submission information</i> )<br><i>-You are required to hold a bond of \$10,000 per lot or a blanket \$50,000 bond</i>   |      |     |
| 7  | <b>Parking Occupancy Tax Bond</b> ( <i>See page 9 for information</i> )<br><i>-This is a requirement from the Office of Finance, please email <a href="mailto:finance.autopark@lacity.org">finance.autopark@lacity.org</a> for more information. You must satisfy one of three requirements outlined on page 9, the forms are attached.</i>   |      |     |
| 8  | <b>Requirements for Applicants Applying Through an Aide</b><br><i>-Consultant teams will need a letter of authorization from the applicant to submit</i><br><i>-If an employee of the applicant is submitting, use a Designation of Qualified Manager form (page 10)</i>  |      |     |
| 9  | <b>Photo Requirements</b><br><i>-Company uniforms and a copy/example of the claim ticket used</i>   |      |     |
| 10   | <b>Copy of Fictitious Name Statement</b> ( <i>not required if the legal name and the DBA are the same</i> )<br><i>-Required for all applicants (whether sole proprietorship, partnership, LLC, corporation, etc.). Your business's DBA must be registered with the County of Los Angeles: <a href="https://www.lavote.gov/home/county-clerk">https://www.lavote.gov/home/county-clerk</a></i>   |      |     |
| 11   | <b>Entity Checklist</b><br><i>-Refer to page 3 to review which documents are applicable to your application</i>   |      |     |
| 12   | <b>Copy of Municipal Code pertaining to Auto Park Permits</b> ( <i>For informational purposes only</i> )  |      |     |



# Auto Park - Master

## Section 103.202

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

***\* Your business must be registered in California to do business in this state.***

| Additional Forms Needed To Complete Application Per Business Entity Type   | Select Applicable |
|--|-------------------|
| <b>Sole Proprietorship</b><br>- Fictitious Name Statement  |                   |
| <b>Partnership</b><br>- A Partnership agreement naming all partners; <b>or</b><br>- Certificate of Limited Partnership for limited partners certified by the Secretary of State<br>- Fictitious Name Statement   |                   |
| <b>Limited Liability Companies (LLC)</b><br>- Articles of Organization<br>- Operating Agreement (Identifying all members)<br>- Fictitious Name Statement<br>- All members must apply   |                   |
| <b>Corporation (C-Corp, S-Corp and Professional Corp)</b><br>- Corporate Resolution or Meeting Minutes (Identifying officers & signed by Corporate Secretary)<br>- Articles of Incorporation (Certified by the State of CA); if out of State, submit equivalent<br>- Copy of Stock Certificates<br>- Fictitious Name Statement<br>- All officers and all persons owning a controlling interest in a non publicly traded corporation must apply |                   |

***\*All forms detailed above must be submitted according to the business entity the applicant(s) is filing as. Any form or document not completed or provided at the time of submission will result in an incomplete application. Only complete applications will be accepted for processing by permit staff.***



## 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 -- MASTER  |
| PC Account No: _____                    |                      |
| PC File No: _____                       |                      |
| Grant Date: _____                       | CID Staff Stamp Here |
| LAPD Area: _____                        |                      |
| RD No: _____ Council District No: _____ |                      |

### 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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If address is same as above, write "same")

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Business Phone No: \_\_\_\_\_

Email of Business: \_\_\_\_\_



# Owners and Applicants Form

*This form must be completed for each owner or person(s) required to apply for the PC Permit, indicating the percentage of ownership for each applicant. The percentage of ownership should add up to 100%; if not, please explain in the space provided.*

Doing Business as (DBA): \_\_\_\_\_

| Name<br>(All Required Applicants) | Title<br>(President, CEO, CFO, Secretary, etc.) | Percent of<br>Ownership |
|-----------------------------------|---|-------------------------|
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
|                                   |   |                         |
| Total Percentage of Ownership     |   |                         |

*If the percentage of ownership does not add up to 100%, explain below:*

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# Personal Application

*Per LAMC Chapter X, all owners and partners must complete the required forms. Providing incomplete or inaccurate information may delay or impede the processing of your application. False or misleading information on these forms may result in legal consequences.*

## Applicant Personal Information - Do Not Leave Anything Blank

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Business Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

DOB: \_\_\_\_\_ Driver's License/ID: \_\_\_\_\_ State: \_\_\_\_\_

Gender: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

## Applicant History - Do Not Leave Anything Blank

If married, will your spouse be involved with the business? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(If you answered yes and are applying as a sole proprietor or partnership, your spouse must apply.)*

Have you ever used any other names in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list other names used: \_\_\_\_\_

List previous permits held: \_\_\_\_\_

Have you ever been denied, suspended or revoked a Police Commission Permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested for a crime resulting in a conviction? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "YES," please provide details:

Date: \_\_\_\_\_ City: \_\_\_\_\_

Charge: \_\_\_\_\_ Disposition: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

***\*Use additional pages if needed.***

### **READ CAREFULLY BEFORE SIGNING**

I declare under the penalty of perjury and under the law of the State of California, all information contained on this Police Permit Application and any supplemental documents is true and correct. I understand that all information provided and statements made are subject to investigations and any false statements may be grounds for denial or revocation of permits issued by the Los Angeles Police Commission.

***All applicants not present to sign must have this application form NOTARIZED. The notary shall stamp and sign this form or provide the proper Acknowledgement/Jurat. The document must be titled "Application for Police Permit" or it will not be accepted.***



**DO NOT SIGN UNTIL INSTRUCTED TO DO SO - Must be witnessed by a Deputy City Clerk or prepared by a Notary Public.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# 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)

**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](mailto: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](mailto: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)<br>\$ | BOND NUMBER | DATE OF ISSUANCE<br>____/____/____ |
|------------------------------|-------------|------------------------------------|

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 25<sup>th</sup> 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<br>(____) _____ - _____ | 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)<br>\$   | DEPOSIT NUMBER                                    | DATE OF DEPOSIT<br>____/____/____ |
| AUTO PARK OPERATOR (REFERRED TO AS PRINCIPAL), WITH A DBA OF:<br>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 25<sup>th</sup> 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**

|  |   |
|--|---|
| <b>APPLICANT INFORMATION</b>                             | 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. <b>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.</b> |
| <b>Legal Name of Auto Park / Valet Parking Operator:</b> |   |
| <b>DBA, if applicable:</b>                               |   |
| <b>Business Tax Registration Certificate Account No:</b> |   |
| <b>Business Address:</b>                                 |   |
| <b>Mailing Address:</b>                                  |   |
| <b>Telephone Number:</b>                                 |   |
| <b>Email Address:</b>                                    |   |

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.<br>(Use Main St. Entrance) | Rm 101 | PHONE (844) 663-4411 | Open Mon. through Fri. | 8 AM to 5 PM |
|-----------|--|--------|----------------------|------------------------|--------------|

**BRANCH OFFICES AND HOURS**

|                          |   |        |                      |                        |              |
|--------------------------|---|--------|----------------------|------------------------|--------------|
| Van Nuys<br>Civic Center | Braude Constituent Svcs. Center<br>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](http://finance.lacity.org), call our taxpayer assistance line at (844) 663-4411, or call or visit any of our branch offices listed above.**



# 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.

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.