



Valet Parking Operator-Adding a Location

Section 103.203

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 that have an approved Master Valet Operation permit and want to add a location. If you do not yet have a Master Valet Operation permit you will need to submit that application in tandem with this submission. Additionally, the auto park you are planning on using must have an active auto park police permit.
- Live Scans are only valid for 3 years from the Master Auto Park application. If it has been over 3 years, please submit a new one for all business owners.
- The cost of processing applications for this permit is **\$238.00**, 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 are required to 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/0-0-0-229270#JD_103.203.



Valet Parking Operator-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 Valet Form		
3	Photos <i>-Valet pick-up/drop-off location, valet stand, location of where vehicles will be stored in auto park, valet sign (includes fees, company name, address, phone number, and hours of operation)</i>		
4	Master Valet Parking Operation permit <i>(Include copy with this application submission)</i>		
5	Parking Occupancy Tax Bond <i>(See pg 7 for information)</i> <i>-Requirement by the Office of Finance, please email finance.autopark@lacity.org for more information. You must satisfy one of three requirements outlined on page 11, the forms are attached.</i>		
6	Insurance document <i>(Upload document to KwikComply through the Office of Risk Management)</i> <i>-See page 6 for an example of the policies required</i>		
7	Valet Zone Approval from the Department of Transportation (DOT) <i>-Application is attached and is to be submitted to DOT, include a copy of the route plan. Without DOT approval, your application cannot be processed.</i>		
8	Contract with Business Served <i>-Must indicate legal/applicant's name(s), business address, current active dates, signatures and dates of all parties, days and hours of operation, fee agreement, auto park used, and number of slots/cars expected used in auto park</i>		
9	Requirements for Applicants Applying Through an Aide <i>-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 10)</i>		
10	Contract/Agreement between Valet Company and Auto Park Owner <i>- Must indicate legal/applicant's name(s), business address, current agreement dates, - Include supplemental documents, amendments, & assignments. Anyone listed as a lessee must submit a personal application</i>		
11	Copy of Municipal Code pertaining to Auto Park Permits <i>(For informational purposes only)</i>		



Business Information - Face Sheet

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

Type of Permit: VALET PARKING OPERATION-- 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): _____

Valet Company Business Address: _____

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

City: _____ State: _____ Zip Code: _____

Valet Booth Address : _____ City: _____ Zip Code: _____

(As approved by DOT)

Parking Meter Codes : _____

Mailing Address: _____ City: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

Email of Business: _____



About My Valet Form (1/2)

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

Company Identifying Information

Doing Business as (DBA): _____

Business Address: _____

LA City Business Tax Registration Certificate No.: _____

Zone Location

Address of Vehicle Drop Off Location: _____
(where customers will leave cars with the Valet Parking Attendant)

Address of Vehicle Pick Up Location: _____

Business to be Served

Legal Name of Business: _____

Doing Business As (DBA): _____

LA City Business Tax Registration Number: _____

Business Address: _____

Seating Capacity or Other Occupancy Capacity: _____

Hours of Valet Operation

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Closing Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
No. of Workers							

Employees/Agents Available During the Hours of Operation for the Location

	Employee/Agent 1	Employee/Agent 2	Employee/Agent 3
Name			
Location			
Phone Number			



About My Valet Form (2/2)

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

Parking location(s) where vehicles will be parked or stored for the business to be served

	Parking Lot 1	Parking Lot 2	Parking Lot 3
Name of Parking Lot			
Address of Parking Lot			
Location Description of Parking Lot			
Parking Lot Operator			
Autopark Police Permit No			
Capacity of Parking Lot			
Number of spaces reserved for this VPO			

Submit a copy of the Auto Park Police Permit for each parking lot used.

Equipment and Operation Plan

Identify all Valet Parking equipment to be used during Valet Parking Operations including: signs, podiums, umbrellas, canopies, cones, key lockers, etc. Describe uses and locations.

List complete information on all rates charged (including discounts, rebates, and validations), information on handling/acceptance of payments (such as accepting cash and credit card payments), how/where customers can receive cars after-hours, and other relevant operations details

Applicant's Signature: _____ Date: _____

Print Name: _____

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
	<ol style="list-style-type: none"> 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 <p>This Parking Occupancy Tax Collection Bond will be deemed to be invalid if any of the above listed requirements are not completed.</p>

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.

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)



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: _____

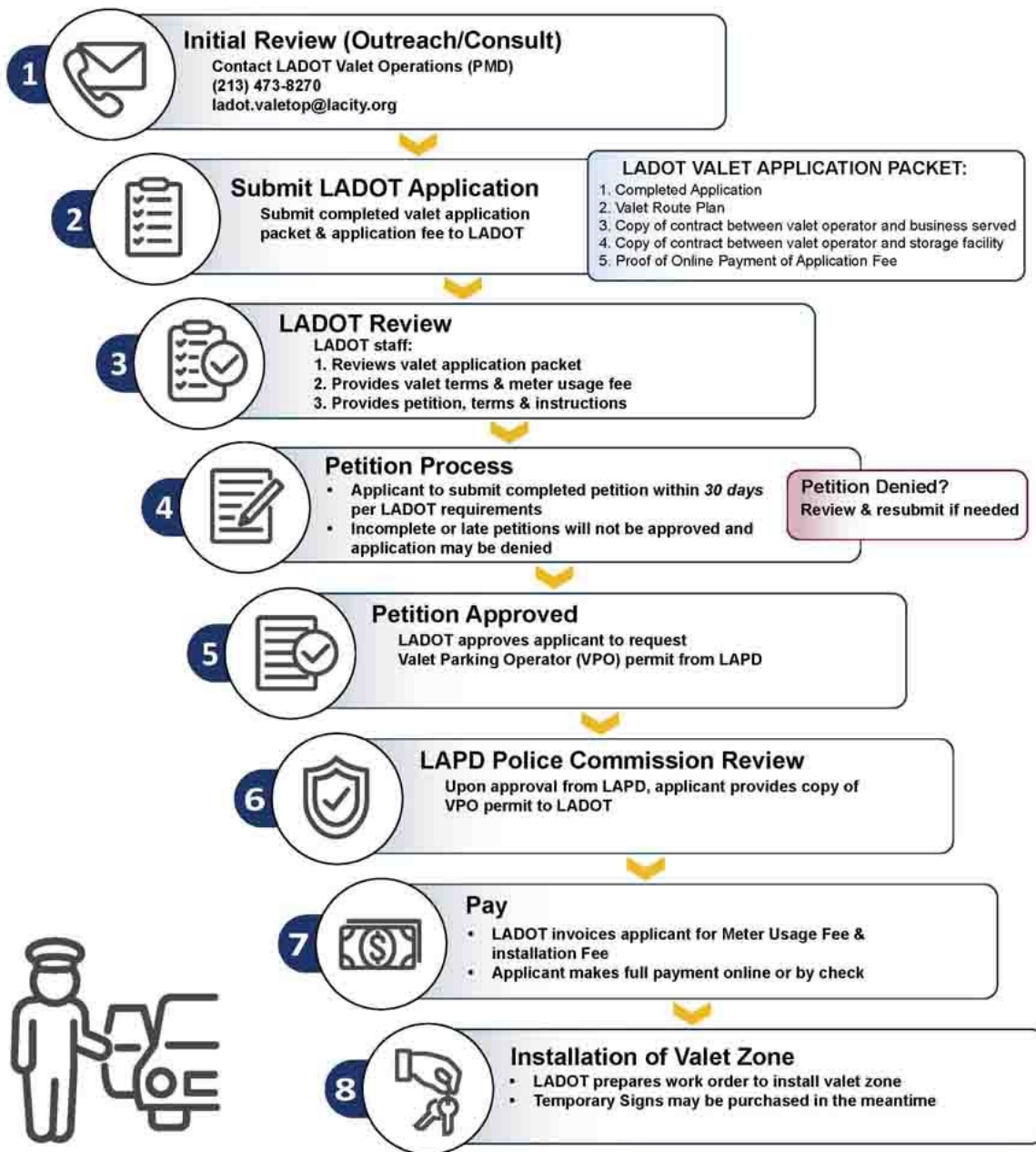
Notary Public's Phone #: _____

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.

YOU MUST OBTAIN APPROVAL FROM THE DEPT OF TRANSPORTATION PRIOR TO APPLYING FOR A PERMIT WITH US. WITHOUT AN APPROVED ROUTE PLAN BY DOT WE CANNOT PROCESS YOUR APPLICATION. SEE CHART BELOW:

LADOT Valet Zone Request Application Process



VALET ZONE APPLICATION
City of Los Angeles – Dept. of Transportation, Parking Meter Division
555 Ramirez St, Space 315, Los Angeles, CA 90012
Tel: (213) 473-8270, Fax: (213) 473-8271
Monday-Friday (8 AM – 5 PM)

Application Fee Confirmation #: _____ Date: _____
Tax ID #: _____ VPO #: _____

VALET COMPANY NAME: _____

VALET PARKING OPERATOR (VPO) INFORMATION

VPO contact name: _____ Title: _____
VPO tel. #: _____ VPO cell #: _____
VPO e-mail address: _____
VPO business address: _____ City: _____ State: ___ Zip: _____

BUSINESS CLIENT INFORMATION

Business contact name: _____ Title: _____
Business contact cell #: _____
Business contact email address: _____
Business name: _____ Business tel. #: _____
Business address: _____ City: _____ State: ___ Zip: _____
Seating capacity of business: ___ Business Owner Name: _____
Business Hours of Operation:
Days: From: _____ To: _____
Hours: From: _____ To: _____

PROPOSED VALET ZONE

Is the address of the business being served the same as the address of the proposed valet zone?
Yes No

Proposed Valet Zone Loading address (if different from business client address):
_____ City: _____ State: ___ Zip: _____

Is the Passenger Loading Zone existing? (Valet Zone) Yes No
Is a new Passenger Loading Zone required? (Valet Zone) Yes No

Number of spaces requested (minimum of two): _____
Meter ID's of requested spaces: _____
Number of attendants to be assigned: 2 + ___ = _____
Is an adjacent Passenger Loading Zone existing on the same block? Yes No
(Valet Zone)
Location Manager Name: _____ tel. #: _____

PROPOSE VALET ZONE HOURS OF OPERATION:

Requested days: From: _____ To: _____
Requested hours: From: _____ To: _____

VALET COMPANY NAME: _____

VEHICLE STORAGE FACILITIES

Lot/Garage name: _____

Lot/Garage contact name: _____ Tel. #: _____

Lot/Garage address: _____ City: _____ State: ____ Zip: _____

Lot/Garage capacity: _____ # of reserved spaces for this valet zone: _____

Lot/Garage Serve: _____ Valet Locations. (Need Statement from Valet Company)

CONTRACTS

Copies of contracts between **BOTH** the valet parking operator and the served business, and the valet parking operator and the storage facility must be provided for application review.

Is a copy of a contract between the valet parking operator and served business attached?

Valet Service Contract Yes No

Is a copy of a contract between the valet parking operator and the storage facility attached?

Parking Facility Contract Yes No

VALET ROUTE PLAN

A valet route plan must be provided for application review

Is the required valet route plan attached? Yes No

The purpose of this application is to provide the Parking Meter Division with the information necessary to process your request. Submission of an application does not give the applicant any authority or permission to use or occupy any portion of the public street or right-of-way. An approved valet zone designation from a parking official is necessary before a valet operator may use a designated zone on the approved days and time.

I hereby depose and say that all statements herein and attached statements submitted are true to the best of my knowledge and belief.

Printed name of Applicant

Signature of Applicant

Date

For LADOT Use Only	
_____ Zone Approved By (LADOT)	_____ Date

The following is an excerpt of the Los Angeles
Municipal Code outlining the City law regarding
Valet Parking Operator police permits.

Section 103. 203 Valet Parking

SEC. 103.203. VALET PARKING.

(Added by Ord. No. 182,742, Eff. 11/14/13.)

(a) Definitions. (Amended by Ord. No. 186,443, Eff. 12/27/19.)

1. **"Master Valet Parking Operator Permit"** shall mean a permit that is issued to any person engaged in the business of Valet Parking at more than one location.
2. **"Permittee"** shall mean any person permitted by the City of Los Angeles to operate a Valet Parking business that uses the public rights-of-way for pick-up, drop-off or movement of vehicles to be parked.
3. **"Person"** shall mean a natural person, firm, partnership, association, corporation or other entity.
4. **"Public Right-of-Way"** shall mean any area dedicated for public use as a public street, pedestrian way or other thoroughfare, including but not limited to, roadways, parkways, alleys, sidewalks, and pedestrian ways.
5. **"Valet Parking"** shall mean the receiving, taking possession of, driving, moving, parking or storing of any vehicle that is left at one location to be driven to another location for parking, whether or not a charge is imposed for the valet parking service.
6. **"Valet Parking Attendant"** shall mean any employee or agent of the Valet Parking Operator who receives, takes possession of or moves any vehicle, or who handles the keys to any vehicle left with the attendant for Valet Parking.
7. **"Valet Parking Operator"** shall mean any person engaged in the business of Valet Parking.
8. **"Valet Parking Residential Sensitive Zone"** shall mean an area of the City designated by the Board of Police Commissioners with specific geographic boundaries and additional rules and regulations imposed on Valet Parking Operators conducting Valet Parking within the zone.
9. **"Valet Parking Residential Sensitive Zone One-Day Permit"** shall mean an additional permit that is required by a Valet Parking Operator in order to conduct Valet Parking within the zone.

(b) Permit Required. (Amended by Ord. No. 184,734, Eff. 2/13/17.)

1. No person shall engage in, conduct, or carry on the business of Valet Parking where movement of vehicles is on or over any public right-of-way or public property without a written Valet Parking Operator permit from the Board and the payment of all permit fees required pursuant to Chapter X, Article 3, Division 3 of this Code. **(Amended by Ord. No. 186,443, Eff. 12/27/19.)**
2. A Valet Parking Residential Sensitive Zone One-Day Permit shall also be required for a Valet Parking Operator conducting Valet Parking within a Valet Parking Residential Sensitive Zone; directing a person to park a vehicle in the zone; or transporting a person parked in a zone to a location outside the zone. The Board of Police Commissioners through its Executive Director may issue a Valet Parking Residential Sensitive Zone One-Day Permit to a Valet Parking Operator after a determination by the Executive Director that Valet Parking will not adversely affect public safety or create a public nuisance. The Executive Director, after investigation and review, may recommend to the Board of Police Commissioners the designation of a Valet Parking Residential Sensitive Zone with specific geographic boundaries and rules and regulations to be imposed on Valet Parking Operators when conducting Valet Parking within the zone. **(Amended by Ord. No. 186,443, Eff. 12/27/19.)**
3. Upon express written permission of the Board through its Executive Director, the provisions of Subsection (b) shall not apply to a Valet Parking Operator when there is a temporary disruption due to construction activity that directly interferes with the valet parking operation. The Executive Director, on behalf of the Board, may grant this permission, upon application in writing and after review of the reasons for the variance. The Executive Director will grant a variance for such permit subject to all conditions of the variance granted.
4. Permittees that conduct, manage or operate multiple Valet Parking locations shall obtain a Master Valet Parking Operator permit.
 - (i) The Master Valet Parking Operator permit application shall comply with the requirements set forth in Section 103.02.1 and shall separately identify each location to which it applies. A Master Valet Parking Operator permit shall apply only to those locations specifically identified in the permit at the time it is issued.
 - (ii) Permittees that have obtained a Master Valet Parking Operator permit shall file applications for additional Valet Parking locations in person only at the main office of the Office of Finance. Applications for additional locations shall identify the location and the name of the Valet Parking Operator employee designated to manage, supervise or operate the location.
 - (iii) The Board may grant a temporary permit for an additional location on the same day the application for such location is submitted to the Office of Finance, provided the following conditions are met:
 - (a) A Master Valet Parking Operator permit is on file at the Office of Finance;

- (a) A Master Valet Parking Operator permit is on file at the Office of Finance;

- (b) A complete permit application for the additional location is on file with the Board;
- (c) All permit fees and taxes owed to the City have been paid to the Office of Finance; and
- (d) A preliminary investigation by the Board does not reveal information which would constitute grounds for denial.

(c) **Additional Application Requirements.** In addition to the requirements specified in Chapter X, Article 3, Division 3 of this Code, each applicant for a Valet Parking Operator permit shall furnish the following information with the application:

1. The name and location of the businesses to be served;
2. The seating capacity or other occupancy capacity of the businesses to be served;
3. A signed statement from the owners or managers of the businesses to be served requesting the services of the applicant. The applicant shall notify the Board within fifteen (15) days of any modification, transfer, amendment or termination of any agreement requesting the services of a Valet Parking Operator.
4. The hours of operation and the number of employees of the applicant who will be assigned to that location;
5. The name and location of the parking lot where vehicles will be parked or stored for the businesses served;
6. The name, location and telephone number of the employee or agent of the applicant who shall be available at all times during the hours of operation for that location;
7. The routes to be used between the passenger loading/unloading zone or other vehicle pickup point and the parking or storage location;
8. A copy of the written contract between the applicant and the operator of any parking facility designated as the parking or storage location. The applicant shall notify the Board within fifteen (15) days of any modification, transfer, amendment or termination of the contract;
9. A signed statement from the operator of any parking facility designated as the parking or storage location as to that facility's ability to accept the cars, the number of spaces to be reserved for the applicant's operations, and the total number of spaces in such parking facility. In cases where the parking facility is part of a building or premises devoted to other uses that require off-street parking, the statement shall also include information as to the number of parking spaces that were required by law to be provided in the parking facility to serve such other uses when said uses were established;
10. A copy of a valid Automobile Parking Lot permit issued under Los Angeles Municipal Code Section 103.202 to any parking facility designated as the parking or storage location, if applicable;
11. The location of any proposed Valet Parking signs and any proposed attendant stands;
12. Identify all Valet Parking equipment intended to be used during Valet Parking operations;
13. Proof that the applicant has insurance in force satisfying the requirements specified in subsection (d)16., below; and
14. Disclosure of all prior Valet Parking Operator permits issued to applicant by the City of Los Angeles.

(d) **Operating Requirements.**

1. **Operating in the Public Rights-of-Way.** The Permittee shall at no time, unless expressly authorized on the permit:
 - (i) Receive or take possession of (for the purpose of parking or temporary storage until the return of the same to the patron) a patron's vehicle upon any portion of the public right-of-way or other public property; or
 - (ii) Park and leave standing any patron's vehicle upon any portion of the public right-of-way or other public property (including any publicly owned off-street parking space); or
 - (iii) Use the public right-of-way for vehicle pickup and drop off locations; or
 - (iv) When use of the public right-of-way is permitted for Valet Parking purposes, the City may impose fees for the use of parking spaces and public streets:
 - a. **Use of Parking Meters.** The City may charge a parking meter usage fee for designated pickup and drop off valet parking locations on the public right-of-way, which fee shall be set from time to time by resolution of the City Council.

b. **Street Usage.** The City may charge a street usage fee for the use of city streets and properties by valet parking operations on the public right-of-way, which fee shall be set from time to time by resolution of the City Council.

2. **Claim Checks.** The Permittee shall issue a sequentially numbered claim check to each patron upon receipt of patron's vehicle for valet parking. The claim check shall explicitly state the terms and conditions under which the vehicle is being accepted.

3. **Pedestrian Walkways.** The Permittee shall ensure that pedestrian walkways are not blocked at any time during valet parking operations.

4. **Parking on Private Property.** The Permittee shall at no time allow any patron's vehicle to be parked upon private property without a signed statement of authorization by the owner or other person having legal control of such private property.

5. **Valet Parking Attendants.** The Permittee shall employ Valet Parking Attendants sufficient in number to park vehicles so that traffic on streets or sidewalks will not be impeded by the activities of the Permittee. The Permittee shall ensure that each person employed or acting as a Valet Parking Attendant has a valid permit issued by the Board.

6. **Locking of Vehicles.** The Permittee shall ensure that Valet Parking Attendants who park a vehicle lock the ignition and the vehicle, remove the key and place the key in a safe place. The Permittee shall ensure that Valet Parking Attendants do not place the key in or upon the vehicle that is parked.

7. **Sign Requirements.** Each Permittee shall maintain, at each location at which a patron surrenders his or her vehicle for parking, a sign plainly visible from the street with letters/numerals in contrasting colors, showing the Permittee's name, the address and telephone number of the business, the hours of operation, the police permit number and the valet parking fees, if any. If fees are charged, such fees also shall be stated as follows:

- (i) Rates per hour;
- (ii) Rates per fraction of an hour, if any;
- (iii) Rates for subsequent hours or fractions thereof; and
- (iv) The maximum charge.

All fractions of time must be spelled out in letters. Valet parking signs must not be less than 24 by 36 inches in size. The "Valet Parking" and the maximum charge portion of the sign must have a minimum lettering/numeral size of three inches per character.

8. **Rate Restrictions.** The Permittee shall not charge any higher rates for parking than those rates posted.

9. **Closing Time.** At closing time, the Permittee shall lock all vehicles that remain in its possession or custody, except those locked by the patron. Permittee shall deposit the vehicle keys with a responsible person at a safe and convenient place, to be delivered to the person who left the vehicle with Permittee upon surrender of the claim check, or otherwise upon proof that such person has the right to possess the vehicle, and payment of any applicable fees or charges.

10. **Parking Longer Than 48 Hours - Notice to Police.** The Permittee shall notify the police whenever a vehicle has been left in its possession or custody for a period in excess of forty-eight (48) hours without a prior contractual arrangement for such period of time in order to determine whether the vehicle is stolen or abandoned.

11. **Employee Identification, Uniforms and Safety Equipment.** The Permittee shall ensure that all employees who drive a patron's vehicle or who handle a patron's vehicle keys have a current and valid California driver's license and wear a standard uniform that conspicuously identifies the employee by his or her full name and the name of the Valet Parking business. The Permittee shall ensure that all employees who receive, take possession of, or move a patron's vehicle upon any portion of the public right-of-way wear high-visibility safety vests.

12. **Employee Background.** The Permittee shall not allow any employee who has been convicted within the previous seven (7) years of a felony or any offense involving violence, dishonesty, automobile theft, automobile vandalism, reckless driving or driving under the influence of drugs or alcohol to drive a patron's vehicle or handle a patron's vehicle keys.

13. **Records.** Every Permittee shall maintain:

- (i) A continuously updated list of the names and residence addresses of its employees who perform Valet Parking. Such list shall be maintained at the business address listed on the permit application and shall be produced on demand of any peace officer.
- (ii) All financial records related to the Valet Parking operation for a minimum of three years and shall make them available to the Office of Finance for inspection at any time during the Permittee's hours of operation.

14. **Valet Parking Equipment.** Attendant stands and other equipment may be placed on the sidewalk in the public right-of-way during Valet Parking operations, as approved by the Board.

15. **Traffic Safety.** The Permittee shall ensure that Valet Parking operation at no time interferes with the normal flow of vehicle traffic on the public right-of-way. No vehicle queuing is allowed on the public right-of-way at any time. No vehicle may stop or stand at a drop-off or loading area for longer than five minutes, except for a maximum of ten minutes where signs indicating a ten minute limit are posted.

16. **Insurance Requirements.**

(i) The Permittee shall obtain, carry, maintain and keep in full force and effect:

a. A policy or policies of comprehensive general liability insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence, combined single limit coverage and Two Million Dollars (\$2,000,000.00) in the aggregate against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the Permittee, its agents and employees.

b. Insurance coverage commonly known as garage keeper's legal liability coverage with minimum limits of Two Hundred Fifty Thousand dollars (\$250,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate. Garage keeper's legal liability coverage may be secured as a separate insurance policy or secured as part of an insurance policy providing other required coverages.

c. A policy or policies of comprehensive vehicle liability insurance covering personal injury and property damage with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence, combined single limit, covering any vehicle in the possession of the Permittee, its agents and employees in conjunction with the operation of vehicles pursuant to the permit.

(ii) Insurance must be placed with insurers admitted in the State of California or have a current A.M. Best rating of no less than A:6.

(iii) Deductibles not to exceed Five Thousand Dollars (\$5,000.00) per occurrence are authorized in connection with the comprehensive general liability coverage, garage keeper's legal liability coverage and comprehensive vehicle liability coverage.

(iv) The Permittee shall maintain on file with the Board a certificate or certificates of insurance on the City's form, showing that the policies of insurance required by this section are in effect in the required amounts and showing the amount of any deductibles. The policies of insurance required by this section shall contain an endorsement naming the City as an additional insured. All of the policies required under this section shall contain an endorsement specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this section.

(v) The insurance provided by the Permittee shall be primary to any coverage available to the City. The policies of insurance required by this section shall include provisions for waiver of subrogation.

(vi) The Permittee shall obtain, carry, maintain and keep in full force and effect workers' compensation insurance as required by law.

(e) **Indemnification.** The Permittee, and any person acting under or pursuant to a Valet Parking Operator's permit, agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the City, its Council and each member thereof, and its officers, employees, board and commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which in whole or in part result from, or arise out of: (1) any use or performance under the permit; (2) the activities and operations of the Permittee and its employees, subcontractors or agents; (3) any condition of property used in the permitted operation; or (4) any acts, errors or omissions (including, without limitation, professional negligence) of the Permittee and its employees, subcontractors or agents in connection with the Valet Parking operation.

(f) **Disciplinary Action - Additional Grounds.** The following acts committed by a Permittee shall be grounds for disciplinary action in addition to the grounds listed in Section 103.35:

1. The Permittee, its 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, its agents or employees have failed to cooperate with the police to aid in the investigation of any theft or other crime committed on a parking lot used by Permittee, or which arose out of the conduct of the business for which the permit was issued; or

3. The Permittee, its agents or employees knowingly delivered a vehicle in their custody to a person neither the registered owner thereof nor entitled to possession of such vehicle; or

4. The Permittee's Valet Parking operation has negatively impacted traffic or disrupted the peace and quiet within any area of the City; or

5. The Permittee fails to comply with all City business tax and parking occupancy tax laws; or

6. The Permittee fails to comply with any of the operating requirements in Subdivision (d) of this section, or any rules or regulations adopted by the Board governing valet parking.

(g) **Violation.** Violations of the operating requirements in Subdivision (d) of this section, or any rules or regulations adopted by the Board governing valet parking, shall not be prosecuted as misdemeanors, but shall be subject to administrative sanctions and civil remedies as provided by this Code, or at law or in equity, or any combination of these.

Any person operating as a Valet Parking Operator without a permit as required in Subdivision (b) of this section shall be guilty of a misdemeanor.

(h) **Severability.** If any portion of this section is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this section shall remain in effect. The people of the City of Los Angeles hereby declare that they would have adopted each portion of this section, notwithstanding the fact that any one or more portions of this section is declared invalid or unenforceable and, to that end, the provisions of this section are severable.