

City of Dallas Valet Parking Application

Frequently Asked Questions

1. Who needs to apply for a valet parking permit?

Any commercial establishment in the City of Dallas, city limits offering valet parking services that operate on public right-of-way or requires use of public right-of-way for maneuvering vehicles. A license is not required for occasional valet parking service provided at a private residence or in connection with a social or fund-raising activity.

2. How do I apply for a valet parking permit?

Submit a completed application and the required non-refundable fee to the City of Dallas Department of Transportation & Public Works-Parking Management Enforcement.

3. What fees are associated with the valet parking permit?

- Non-refundable application fee: \$1,700*
- Right of Way Use for parking spaces* (*see Valet Parking Application, page 2*)
- Valet stand placed on public right of way: \$50*
- New/modified sign placed by the city at valet parking service location: \$400/each.

4. What insurance requirements must be met?

Applicants must provide a Certificate of Insurance with general liability coverage of at least \$300,000 combined single limit, along with garage liability coverage that includes vehicle storage and valet-driven vehicles.

5. How long does it take to process my application?

Processing times vary, but applicants should allow 4-6 weeks* for approval.

6. Can I operate my valet service while my application is being processed?

Yes, only if you have a valid (approved and not expired) license.

If you are a new applicant or your license has expired, you cannot operate a valet service until your application is approved and a new license is issued.

7. What are the requirements for valet parking zones?

The proposed valet parking area must comply with city ordinances, ensuring pedestrian and traffic safety. Existing No Parking locations will not be approved for valet operations.

8. Can my permit be revoked or suspended?

Yes. The City of Dallas may suspend or revoke a valet parking permit for non-compliance, failure to maintain required insurance, or violations of city regulations. ([Valet Parking Ord 43-126.7](#)).

9. Can I supplement the city's valet signage?

No. A licensee shall not place or allow the placement of a sign advertising the valet parking service in the public right of way ([Valet Parking Ord 43-126.9\(a\)\(4\)](#)).

10. Are there restrictions on where valet parking services can operate?

Yes. Valet services must operate within the boundaries of their licensed area and utilize designated off-street parking. ([Valet Parking Ord 43-126.9\(a\)\(2\)\(A\)](#)). Using public streets for parking is prohibited ([Valet Parking Ord 43-126.9\(a\)\(7\)](#)).

11. Is parking permitted in the valet service/staging area during valet operations?

No. The approved valet service/staging area is strictly designated for loading and unloading passengers. Vehicles cannot remain parked for more than five minutes ([Valet Parking Ord 43-126.9\(a\)\(5\)](#)).

12. How do I renew my valet parking permit?

Renewal applications must be submitted before the expiration date with updated documentation, including proof of insurance and payment of all applicable fees.

13. What if there is a change in the valet company and/or an amendment is needed?

Business/establishment utilizing valet service (applicant) needs to provide updated contracts and resubmit updated valet parking application. Please contact (214) 948-8346 for more information.

*Indicates annual fee & *Subject to change