



Valet Parking Service

License Application

320 E. Jefferson Blvd., Rm #212
Dallas, Texas 75203
(214) 948-5340

TRNValetServices@dallas.gov

Application Checklist



Use the checklist below to confirm completing all application sections and submitting the required documents and information. **The application could be rejected or returned for any missing or incomplete information.**

Checklist:

- Completed Valet Parking Service License Application (Items A through F, signed by authorized personnel)
- Certificate of Occupancy** from the fronting business owners
- Clear valet operation route map & high-resolution photos.
 - The valet operations map needs to include a highlighted zone, marked podium location, and designated route (both to and from remote storage). Include high-resolution photos of the podium placement and all valet parking spaces.
- Notarized** parking agreement or letter showing the number of parking spaces reserved for the use of the valet company.
- Notarized** contract between valet operator and fronting business owners operating valet zone on their behalf.
- Signed copy of all fronting businesses for “Valet Zone Proximity Notification” within the designated distance of the valet service zone
- The Valet Parking Service License Application has been signed by ALL businesses utilizing the valet service and designated valet contractor.
- Signed Valet Business Operator and Fronting Business Owner(s) Agreement and Indemnification Form
- Proof of insurance in accordance with Ch 43-126.12 of the Dallas City Ordinance. The proof of insurance must be sent by mail **directly** from the insurance company to 320 E Jefferson Blvd, Suite 212, Dallas, TX 75203, or via email to TRNvaletservices@dallas.gov.
 - The comprehensive general liability insurance must be on a broad form and provide limits of liability for bodily injury and property damage of not less than \$300,000 combined single limit, or the equivalent. The garage insurance must provide limits of liability for bodily injury and property damage of not less than \$300,000 combined single limit, or the equivalent, and must provide the following coverages: (1) Comprehensive and collision coverage for physical damage. (2) Coverage for vehicle storage. (3) Coverage for a vehicle driven by or at the direction of the licensee.

The City of Dallas reserves the right to reject any Valet Parking Service License application submitted that shows it will result in a violation of any part of the following City of Dallas ordinances:

- Chapter 43; Article VI; Division 3 (Valet Parking Services)
- Chapter 28 (Motor Vehicles and Traffic)
- Chapter 51A (Development Services)



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Application Fee:

- \$1,700 non-refundable application fee.

Annual License Associated Fees:

Public Right of Way Use:

- **Inside Central Business District**
 - \$250 per space for the first six spaces reserved and approved
 - \$1,000 for each additional space over the first six spaces approved
- **Outside Central**
 - \$350 per space for the first two spaces reserved and approved
 - \$1,000 for each additional space over the first two spaces approved

Additional Fees:

- \$50 – Valet stand placed on the public right-of-way
- \$400 – For each sign or curb marking placed by the city at the valet parking service location in accordance with Ch 43-126.14

No annual license fees are required if the valet service is identified as a “Private” license, meaning valet parking service is conducted completely on private property and the public right-of-way is only used for maneuvering vehicles.

An annual application is still required.

Payments:

In-person:
Oak Cliff Municipal Center
320 E. Jefferson Blvd., Rm #212
Dallas, Texas 75203
Phone: (214) 948-5340



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A. LICENSE:

<input type="checkbox"/> New	<input type="checkbox"/> Renewal
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B. VALET INFORMATION:

Valet Company Name:	
Business Type:	
Address:	
Contact:	
Phone:	
Email:	

C. BUSINESS UTILIZING VALET SERVICE:

Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	

D. VALET SERVICE OPERATION:

Valet Service Zone address:					
Valet on R.O.W.		<input type="checkbox"/> Public <input type="checkbox"/> Private			
Public ROW Space Request:	N/A <input type="checkbox"/>	Parallel <input type="checkbox"/>	Head-In <input type="checkbox"/>	Total # of Spaces:	
Valet Signs:	N/A <input type="checkbox"/>	New Install <input type="checkbox"/>	Update Request <input type="checkbox"/>	Total # Signs:	

Hours and Days of Operation:	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
Remote Vehicle Storage:							
Primary Address:							



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E. LIST ALL ADDITIONAL REMOTE PARKING STORAGE LOCATIONS:

Property Owner:	
Address:	
Contact:	
Email:	
Property Owner:	
Address:	
Contact:	
Email:	
Property Owner:	
Address:	
Contact:	
Email:	

F. LIST ALL ADDITIONAL BUSINESSES UTILIZING VALET SERVICES:

Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	
Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	
Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	



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Valet Business Operator and Fronting Business Owners Agreement and Indemnification Form



LICENSE AGREEMENT:

The Business Applicant and the Valet Contractor agree to educate and inform all employees and subcontractors linked to this valet service of rules and guidelines associated with the ordinances in Chapter 43; Article VI; Division 3 (Valet Parking Services) and Chapter 28 (Motor Vehicles and Traffic) and Chapter 51A (Development Code) of the Dallas City Code relating to operating a valet service. If this application is approved and a license is granted, you accept that any violation of the Dallas City Codes may result in temporary suspension and/or permanently revoked without a refund.

Upon approval and payment of all fees, a Valet Parking Service license issued remains in effect for one year from the date of issuance unless sooner terminated by the department director of Parking Management & Enforcement, their authorized representative, or by the City Council. In addition, a Valet Parking Service license may be revoked if the applicant or valet contractor fails to comply with the requirements of the Valet Parking Service program, traffic regulations, or other applicable laws. Furthermore, if the applicant or valet contractor makes a false statement on any portion of this Valet Parking Service license; or it is determined that the operation of the valet parking service violates elements within this application all valet operations granted will be temporarily suspended until compliance is reached or permanently revoked without a refund if compliance is not possible.

The fronting business owner, "licensee," and all independent contractors used by the fronting business owner agree to indemnify the city and its officers and employees against all claims of injury or damage to persons or property arising out of the licensee's operation of the valet parking service.

I have reviewed the Valet Services ordinances and agree to abide by them in addition to all the current terms and conditions within the City of Dallas Valet Services program.

Valet Company	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date



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VALET ZONE PROXIMITY NOTIFICATION

The applicant shall provide a list of the names and addresses of all business representatives and property owners located within 50 feet of the Valet Service Zone on the same block and the same side of the street as the Valet Service Zone.

This form is to notify you and solicit your opinion regarding the proximity of a valet service zone being proposed in front of _____ close to the intersection of _____ and _____ estimate to operate _____ during the hours of _____ and _____ by _____.

(Closest Adjacent Address) (Street Name) (Street Name) (Days of the Week) (Start Time) (End Time) (Contracted Valet Company)

Denying consent to this Valet Service Zone is not automatic grounds for denial of a Valet Parking Service License. Only listed addresses that can provide verified documentation of a negative impact on quality of life or business activity will carry weight concerning revisions or denial. Should you have questions about this notification contact Parking Management & Enforcement, Valet Administration at TRNValetServices@dallas.gov.

I confirm that at the time of this application submission, no other buildings within 50 feet of the valet service zone are located on the same block or the same side of the street. _____ (Signature)

Business Address	Contact Name (occupied or vacant)	Phone #	Email	Consent (Y/N)	Signature

****I understand that signing this notification does not obligate me to contribute financially to any city-related costs or fees related to this license****