



VALET PARKING PERMIT APPLICATION

Rev: 2 | Revision Date: 8/9/2022 |

Valet Parking Permit Application & Checklist

Valet Parking Permit applications can be submitted via email to ParkingServices@fortlauderdale.gov or in person at the Parking Services Lobby, located at 290 NE 3 Ave, Fort Lauderdale, FL 33301. Please ensure that all required or applicable documentation is included with your Valet Parking Permit application prior to submittal.

Completed Valet Parking Permit application.

A copy of a current City of Fort Lauderdale Business Tax receipt, if applicable.

Current Certificate of Insurance in accordance with the provisions of Sec. 26-231 of the City of Fort Lauderdale Code of Ordinances

A valet operations plan, as specified in Sec. 26-224(9) of the Code of Ordinances, which must include:

- A sketch or drawing of the valet operations area with fire hydrants and/or fire connections clearly labeled.
- The dimensions of the business to be serviced by the valet operator, including inside and outside customer floor areas or seating capacity.
- The estimated maximum rate of vehicle arrivals and departures within a fifteen (15) minute period.
- The number of valet attendants. A minimum of two (2) attendants is required at all times unless otherwise indicated on the permit.
- Size and location of ramping area, including color photos of said ramping area.
- Drawing of traffic cone placement within ramping area.
- Location of off-street vehicle storage area(s).
- Valet operations route map from ramping to storage area, and back.

A non-refundable application fee of \$265.00 for new applicants or \$150.00 for a renewal permit application is required upon submittal of the application. Temporary or special event valet parking permits have a non-refundable application fee of \$25.00.



VALET PARKING PERMIT APPLICATION

Rev: 1 | Revision Date: 8/9/2022 |

Applicant Information

Name _____ Email _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Alt. Phone _____
(weekdays from 8AM - 5PM) (During Valet Hours)
 Federal Tax ID Number (FEIN) _____

Valet Service Operator: Same as Applicant Other

Name _____ Email _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Alt. Phone _____

Business Serviced by Valet Operator

Name _____ Email _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Alt. Phone _____

For the valet operations, please list the applicable days and hours of operation, the estimated number of vehicles during peak operation times, the number of valet attendees, and the number of public parking spaces required for the valet ramping area.

Valet Operations				
Valet Ramping Location/Address				
Day(s) of the Week	Hours of Operation	Max Number of Vehicles During Peak Hour(s)	Number of Attendees	Number of Public Parking Spaces for Ramping





VALET PARKING PERMIT APPLICATION

Rev: 1 | Revision Date: 8/9/2022 |

Additional Information

Name of Insurance Company _____

Zoning District of the Valet Ramping Area _____

Location of off-street vehicle storage area _____

Number of public parking space required for vehicle storage, if applicable _____

Distance from closest fire hydrant or fire connection to the building _____

Temporary Residential/Special Event Permits ONLY

Date of last temporary permit granted for this location: _____

Homeowners/Condo Assoc. Contact: _____ Phone _____

Proposed Valet Service Charge: Minimum _____ Maximum _____

Acknowledgement and Agreement

By my signature, I, _____, hereby acknowledge that I have read and fully understood the provisions of Chapter 26, Article VIII of the City of Fort Lauderdale Code of Ordinances and agree to abide by the terms and conditions set forth in the Ordinance, along with any other applicable federal, state, county, and local laws as amended during the term of the approved Valet Permit. Failure to abide by such terms and conditions, or misuse of the Valet Parking Permit, may result in the suspension and/or revocation of the Valet Parking Permit as specified in the Ordinance.

Signature of Applicant

Printed Name

Date