



# VALET PERMIT APPLICATION

EMAIL: [trafficengineering@cityofsacramento.org](mailto:trafficengineering@cityofsacramento.org) ▪ PHONE: 916.808.5307

**CHECK ONE :**  
 NEW VALET PERMIT \$200  
 RENEWAL PERMIT \$65

**Submissions must be received a minimum of 72 hours prior to event date**  
**Conducting valet operations without a valid permit will subject the valet company to penalties and fines pursuant to Sacramento City Code 10.46**

### Valet Company Information

Company Name:   
Company Address:   
City:  State:  Zip Code:

### Contact Information

Contact Name:   
Telephone:  Cell:  Fax:

### Permit Information

Effective Date:  Expiration Date:

**The following documentation must accompany this application. Failure to submit this information may cause delays with the processing of permits (check off each item which is attached)**

- Valet Authorization Form
- Certificate of Insurance
- Valet Traffic Route (see sample)
- Business Operations Tax Certificate

### Terms and Conditions for Permit Use

*Check or initial all to acknowledge terms and conditions*

- Valet service shall be conducted within the designated valet parking service zone.
- Valet attendants shall obey all state and city traffic and parking laws.
- Vehicles shall not remain unoccupied in the valet parking service zone for more than five (5) minutes.
- Valet attendants shall use the approved traffic route.
- Valet operators may display a single sign setting forth the name of the valet operator. The sign may be placed on the sidewalk
- The valet service will only be conducted during the day(s) & hour(s) set forth on the permit.
- Attendants shall hold a valid California driver's license.
- All attendants shall wear identification and clothes with the name of the valet company.
- The valet parking operator shall display the permit at all locations.
- Valet parking operator shall not utilize on-street parking spaces, whether metered or not, for valet parking.
- Valet parking operator shall maintain the insurance requirements set forth on Attachment A, Valet Parking Insurance

**Completion and submission of this application constitutes acknowledgment and agreement to the Sacramento City Code Chapter 10.46 - Valet Parking. S.C.C. 10.46 may be read in its entirety at <http://www.cityofsacramento.org>**

**I, the undersigned, with the authority to enter into agreements on behalf of the valet company reflected on this application, do hereby sign my name below as acknowledgement of the terms and conditions of this agreement and all sections of Sacramento City Code Chapter 10.46.**

Sign or type name

Date: