



VALET PERMIT APPLICATION OR RENEWAL

AS PER CITY OF MIAMI CODE, CHAPTER 35, ARTICAL E VIII

Valet permits are issued under the provision of the City of Miami Code, Chapter 35, Article VIII, which requires the operations of a business to be in compliance with all City of Miami Code sections. The business location and/or documents will be reviewed by the following departments:

- 1. Department of Off-Street Parking d/b/a Miami Parking Authority
2. Department of Risk Management
3. Department of Public Works
4. Department of Planning and Zoning
5. Miami Police Department (Special Events)
6. Corresponding NET Office

There is an application fee of \$150.00, which is non-refundable. Please contact Ms. Lorena Navarrete at (305)373-6789 Ext. 289, if you have any questions regarding the application requirements of the City Code or if you need further assistance.

Part I – To be completed by Applicant and submitted to Department of Off-Street Parking at 40 NW 3rd Street Miami, FL 33128 (Ground Floor Customer Service Office).

Name of Business/Establishment: _____

Address: _____

Valet Owner's Name: _____

Valet Owner's Mailing Address: _____

Email Address and Phone Number: _____

This application, along with the following items, is submitted under the following conditions:

- 1. There is a non-refundable one-time application fee of \$150.00.
2. The Permit fee is \$500.00 for a six-month period.

Please attach the following documents evidencing current compliance.

- 1. Liability Insurance (General Liability, Garage Keepers Liability, and Workmen's Comp) naming the City of Miami and the Department of Off-Street Parking as additional/certificate holder insured.
2. Certificate of Use
3. Occupational License
4. Site Plan [See Section 35-305 (a) (6)]
5. Copies of Corporate Bylaws
6. Copy of Agreement for Off-Street Parking Spaces (Storage)
7. The Operator of the Valet business needs to obtain a letter of approval from the business where the valet operations will be conducted.

Part II – Certification

I read the city of Miami Code Chapter 35, Article VIII, and understand that I shall execute the attached hold harmless/indemnity agreement and provide valid proof of required insurance as a condition precedent to the City's issuance of the herein requested permit.

Furthermore, I shall hold the City of Miami and Department of Off-Street Parking, its officers, agents and employees free and harmless and indemnify same from any claims for damages or losses to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

Name of company/Corporation/Partnership

Signature of Owner/Applicant

Title

Date

Notary:

Print Name

Date

Notary Signature

(Imprint Notary Seal)

Property Owner's Approval Signature: _____

Property Owner's Address: _____

Property Owner's Telephone: _____

Property Owner's Email Address: _____

FOR OFFICE USE ONLY

City Of Miami Valet Permit Application

The listed departments below need to approve or deny, sign and date their corresponding portion of this Application and then email this application back to the Department of Off-Street Parking at lnavarrete@miamiparking.com.

1. Department Of Risk Management: (Comments) _____

_____ Approved _____ Denied Date: _____

Name: _____ Signature _____ Date: _____

2. Department Of Public Works: (Comments) _____

_____ Approved _____ Denied Date: _____

Name: _____ Signature _____ Date: _____

3. Department Of Zoning: (Comments) _____

_____ Approved _____ Denied Date: _____

Name: _____ Signature _____ Date: _____

4. Miami Police Department: (Comments) _____

_____ Approved _____ Denied Date: _____

Name: _____ Signature _____ Date: _____

5. Corresponding NET Office: (Comments) _____

_____ Approved _____ Denied Date: _____

Name: _____ Signature _____ Date: _____

6. Department Of Off-Street Parking: (Comments) _____

_____ Approved _____ Denied Date: _____

Name: _____ Signature _____ Date: _____