

VALET PARKING BUSINESS LICENSE APPLICATION

Department of Public Works
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6375

Valet Parking Service shall mean and include: a business establishment engaged in, conducting or managing the parking of other persons' motor vehicles, whether such persons are employed by, or under contract to, the business, residence or other organization for which the vehicles are being parked or whether such persons are operating independently thereof.

SUBMIT THE FOLLOWING ITEMS. Failure to submit the required information will constitute an incomplete application and will not be accepted by the Department of Public Works.

Application Checklist

N/A

- | | | |
|--|--------------------------|--------------------------|
| Completed Business License Application | <input type="checkbox"/> | |
| Sheriff's Personal Information Sheet | <input type="checkbox"/> | |
| Supplemental Questionnaire | <input type="checkbox"/> | |
| Standard Conditions | <input type="checkbox"/> | |
| Owner's Affidavit (<i>Notarized</i>) | <input type="checkbox"/> | |
| Indemnity Agreement (<i>Notarized</i>) | <input type="checkbox"/> | |
| Proof of Liability Insurance | <input type="checkbox"/> | |
| Valet Route Plan (<i>if applicable</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Contract between Business and Valet Company | <input type="checkbox"/> | |
| Proof of Ownership (i.e. DBA, Partnership Agreement, Articles of Incorporation, etc) | <input type="checkbox"/> | |
| Valet Sign Encroachment Permit (<i>if applicable</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking Meter Encroachment Permit (<i>if applicable</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid California ID or Drivers License (ONLY) | <input type="checkbox"/> | |
| Agency Sign-Offs | <input type="checkbox"/> | |
| Application Fee - \$300 | <input type="checkbox"/> | |

Office Use Only

Date Received _____	Received By _____	Payment Method	Cash <input type="checkbox"/>
Notes _____			Check <input type="checkbox"/>
_____			Credit Card <input type="checkbox"/>

BUSINESS LICENSE APPLICATION

Department of Public Works
8300 Santa Monica Blvd.
West Hollywood, CA 90069
(323) 848-6375

1. Applicant Information

Applicant Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone Number:	<input type="text"/>	Social Security Number:	<input type="text"/>
E-mail:	<input type="text"/>	Relation to Business:	<input type="text"/>

2. Business Information

Please list the business name and true address and mailing address (if different). The business address may not be a P.O. Box, mailbox, message service or similar device.

Business Name:	<input type="text"/>		
Business Address:	<input type="text"/>		
Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
		Business E-mail:	<input type="text"/>
Mailing Address (if different):	<input type="text"/>		
Please describe the business activity:	<input type="text"/>		
Operating Hours:	<input type="text"/>		

3. Ownership Information

What is the Ownership Type for your Business? Sole Ownership Partnership Corporation

Please complete the following information for all partners, directors of a corporation and stockholders holding ten (10%) or more of the shares of the corporation. Also list information regarding an officer who is duly authorized to accept service of legal process.

Name/ Title:	<input type="text"/>	Name/ Title:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone Number	<input type="text"/>	SS#	<input type="text"/>
Phone Number	<input type="text"/>	SS#	<input type="text"/>
Name/ Title:	<input type="text"/>	Name/ Title:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone Number	<input type="text"/>	SS#	<input type="text"/>
Phone Number	<input type="text"/>	SS#	<input type="text"/>

Federal Tax I.D.#:

State Tax I.D.#:

Previous License and Criminal Information:

Have you or any of the other officers of the partnership or corporation been licensed before? Yes No

Have you or any of the officers of the partnership or corporation ever had a business license revoked? Yes No

Have you or any of the officers of the partnership or corporation ever been convicted of a criminal offense, other than a traffic violation? Yes No

If you answer "yes" to any of the above questions please explain:

4. Emergency Contact Information

Please provide the following information of two individuals who may be contacted by the City in the case of an emergency.

Name: Title or Relationship to Business:

Address: Phone Number:
E-mail:

Name: Title or Relationship to Business:

Address: Phone Number:
E-mail:

**** ALL APPLICANTS MUST PROVIDE A COPY OF A CURRENT CALIFORNIA DRIVERS LICENSE OR COMPARABLE PHOTOGRAPH IDENTIFICATION.****

If the license is granted, I/We agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of west Hollywood. I declare under penalty of perjury that the above statements are true and correct.

In addition, I agree to advise the City of West Hollywood of any and all changes in the operations of the business in that such changes of the application form are necessitated.

The failure to truthfully complete this application may result in the denial of the application or a revocation of any licenses issued.

Applicant Signature

Date

Applicant Name

**Personal Information Form
Los Angeles County Sheriff's Dept.
(City of West Hollywood)**

BUSINESS INFORMATION

Business Name

Business Address

Business Phone

Business Fax

APPLICANT INFORMATION

Applicant's Full Name (First, Middle, Last)

Other Names Used (aka, Maiden etc)

Home Address

Home Phone

Cell Phone

E-mail Address

Applicant's Business Capacity or Position

CA Drivers License/ ID #

Social Security #

Date of Birth

Place of Birth

Personal Information Form - continued

BACKGROUND

HAVE YOU EVER HAD AN OWNERSHIP INTEREST IN A SIMILAR KIND OF BUSINESS? Yes No

If yes, please explain fully:

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME AS A RESULT OF ANY ARREST, CITATION, OR CRIMINAL COMPLAINT? **(Include and convictions expunged via Penal Code Section 1203.4; Do not include traffic infractions).** Yes No

If yes, please provide dates, arresting agencies, type of crime, and sentence. Attach additional sheets if necessary.

DO YOU HAVE ANY ARRESTS OR CITATIONS PRESENTLY PENDING DISPOSITION **(Including felonies, misdemeanors, infractions, and violations of any County or Municipal Code)** Yes No

If yes, please provide dates, arresting agencies, and type of crime. Attach additional sheets if necessary.

I UNDER PENALTY OF PERJURY HAVE ANSWERED ALL OF THESE QUESTIONS COMPLETELY AND TRUTHFULLY. I UNDERSTAND THAT ANY INCOMPLETENESS, FALSIFICATION OR MISREPRESENTATIONS OF ANY FACTS MAY RESULT IN THE DENIAL OF THIS APPLICATION OR REVOCATION OF ANY ISSUED LICENSE.

Signature

Date

Print Name

CITY OF WEST HOLLYWOOD
SUPPLEMENTARY BUSINESS LICENSE QUESTIONNAIRE

VALET PARKING

APPLICANTS FOR A VALET PARKING BUSINESS LICENSE IN THE CITY OF WEST HOLLYWOOD MUST PROVIDE THE DOCUMENTS AND INFORMATION LISTED BELOW FOR EACH LOCATION SERVED IN THE CITY OF WEST HOLLYWOOD.

1. List the name and location of the business to be served and an estimated number of vehicles to be parked on the highest volume business day. (*Example: Saturday night from 6PM to 2AM = 250 vehicles.*)

Name of Business to be Served by Valet

Business Address

Number of Vehicles to be Parked

2. Indicate the hours of operation and the total number of valet employees who will be assigned at the site.

Hours of Operation

Number of Valet Attendants on site during Valet Operation

3. Provide complete information regarding the seating capacity or occupancy capacity of the business operation to be served.

4. If applicable, indicate the location of any additional or off-site parking facility(ies) that you will be using to serve the business.

Business Name/ Location

Address

Business Name/ Location

Address

Business Name/ Location

Address

CITY OF WEST HOLLYWOOD
SUPPLEMENTARY BUSINESS LICENSE QUESTIONNAIRE
PAGE 2

5. Please list the total number of off-site parking spaces being allocated for the purposes of this application and the parking capacity of such parking facility. (If any facilities were listed in question #4)

of spaces allocated at this location

Total lot capacity

of spaces allocated at this location

Total lot capacity

of spaces allocated at this location

Total lot capacity

6. Enclose a copy of the written contract or covenant between the applicant and the operator of the parking facility designated as the parking or storage location; this contract shall contain a provision that it cannot be cancelled without at least thirty (30) days notice to the other party and to the City. (Attach contract to the application.)

7. Provide a description of how valet employees will travel to and from the job site (i.e. bicycle, bus, walk, carpool, etc). Describe where employees will park their vehicle, if they do drive to work.

8. Provide a written description of how the valets will park and or direct limousines and other large vehicles.

9. Provide the ratio of valet employees to cars parked. (Example: 2 valets for "x" number of vehicles). This is the total number of vehicles to be parked during business hours.

10. Describe communication devices to be used. (Example: walkie-talkies)

STANDARD CONDITIONS FOR VALET BUSINESS LICENSE

Valet Company Name

Operation Address

General Public Parking

Parking for Specific Business

Name of Business Served

1. **Operating in the Public Rights-of-Way.** The licensee shall follow its approved valet route plans. The licensee shall at no time, unless expressly stated on the license, commit or do any of the following acts:

(a) Receive, take possession of (for the purpose of parking or temporary storage until the return of the same to the patron or guest), or move a patron's or guest's vehicle upon any portion of the public right-of-way or other public property; or

(b) Park and leave standing any patron's or guest's vehicle upon any portion of a public right-of-way or other public property (including any publicly owned off-street parking space).

2. **Parking on Private Property.** It shall be unlawful for any operator to park any patron's or guest's vehicle upon private property without express authorization by the owner or other person in charge of such private property.

3. **Parking Lot Attendants.** The licensee shall employ parking lot attendants sufficient in number to park vehicles so that traffic on highways or sidewalks or both will not be impeded by the activities of the licensee.

4. **Locking of Vehicles.** Except where a patron or guest parks his or her own vehicle, the attendant parking a vehicle shall lock the ignition and the vehicle, remove the key and place the key in a safe place. The attendant shall not place the key in or upon the vehicle parked.

5. Sign Requirements.

(a) Each licensee shall install and maintain, at each location at which a patron or guest surrenders his or her vehicle for parking, a sign plainly visible from the street with letters and numerals in contrasting colors, showing the licensee's name, the address and telephone number of the business, the time when the licensee is no longer on duty, and the parking fees, if any. If fees are charged, such fees also shall be stated as follows:

(1) Rates per hour;

(2) Rates per fraction of an hour, if any;

(3) Rates for subsequent hours or fractions thereof; and

(4) The maximum charge;

(5) The numbers and lettering used in subsections (5)(a)(1) through (4) shall be no less than six inches in height and shall be of uniform size and font.

(b) All fractions of time must be spelled out in letters.

(c) Valet Signs on the Public Right-of-Way.

(1) Each licensee is permitted to place one freestanding portable sign on the sidewalk at each parking lot entrance under the following conditions:

(i) The sign shall be limited to ten square feet in area and the top of the sign shall be no higher than five feet above the grade of the public right-of-way.

(ii) All numbers and lettering that refer to the parking rates charged shall be of uniform size and font.

STANDARD CONDITIONS FOR VALET BUSINESS LICENSE - continued

(iii) Signs shall not cause hazard to pedestrian movement or be placed in a manner that obscures the view of vehicles entering or exiting the parking lot.

(iv) Prior to placing a temporary valet sign on the public right-of-way, the licensee shall first obtain an encroachment permit from the office of the City Engineer which:

(A) Specifies the precise location where the sign shall be placed;

(B) Indemnifies the city from any claims resulting from the placement of the sign.

(2) It is unlawful for any valet sign to be placed on the PROW that has any flashing, blinking, revolving, scrolling, or similar lighting effect affixed to it.

(3) The sign shall be used solely for directing the public to parking facilities which are located within the City of West Hollywood.

(d) No signs shall be posted, pursuant to this section, which would be in violation of Chapter 19.34 of the West Hollywood Municipal Code.

6. Rate Restrictions. The operator of a valet parking service shall not charge any higher rates for parking than those rates posted.

7. Closing Time. At each closing time, the licensee shall lock or cause to be locked each vehicle, except those locked by the person bringing the vehicle to the valet parking service, if a key is available, and shall deposit or cause to be deposited such key with a responsible person at a safe and convenient place, to be delivered to the person who parked the vehicle upon surrender of the parking ticket if one was given to such person, or otherwise upon proof that such person has the right to possess the vehicle.

8. Parking Longer Than Forty-Eight Hours – Notice to Sheriff. The licensee, or agents and employees, shall notify the Sheriff whenever a vehicle has been left in his or her custody for a period in excess of forty-eight hours without a prior contractual arrangement for such period of time in order to determine whether the vehicle is stolen or abandoned.

9. Employee Identification. The licensee and all employees of the licensee who drive patrons' or guests' vehicles or who handle keys belonging to patrons or guests shall each have an appropriate current and valid California driver's license. Every person required to have a driver's license pursuant to the provisions of this chapter shall produce and exhibit the license when requested by any city official authorized to issue, inspect or collect permit and license fees, or authorized to enforce the provisions of this chapter or of the City of West Hollywood Municipal Code.

10. Business License Renewal. At the time of renewal of the license, the licensee shall submit to the Business License Officer a current copy of its liability insurance policy and a route plan which has been approved by the Transportation Division within the previous six months.

Applicant Signature

Date

City of West Hollywood
Department of Public Works
Code Compliance Division - Business License
8300 Santa Monica Blvd.
West Hollywood, CA 90069
(323) 848-6375

OWNER'S AFFIDAVIT/ACKNOWLEDGEMENT FORM

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

The acknowledgement form must be filled out completely and notarized for the following business activities:

- Model Studio
- Escort Bureaus/Introductory Services
- Fortunetelling
- Picture Arcade
- Adult Bookstore
- Parking and Valet Services
- Medical Marijuana Collective

I (We), _____, (Owner Name) hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property located at

(Property Address), Assessor's Parcel Number _____, in the City of West Hollywood, California ("Property"). I (we) acknowledge that the application being filed concurrently herewith contemplates

_____ 's (Applicant's Name) intention to operate a _____ (Type of Business) under the business name of

_____ (Business Name) on the Property. I (we) hereby consent to the filing of the application and to the operation of a _____ (Type of Business) on the Property.

Property Owner's Signature: _____ Date: _____

Property Owner Address: _____

Property Owner Phone: _____

Capacity Claimed by Signer (Individual, Partner(s), Trustee(s), Corporate Officer(s), Attorney-In-Fact, Other): _____

For Notary Use Only

State of California)
)
County of _____)

On _____ before me, _____, a Notary Public in and for said State, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Place seal here)

INSURANCE REQUIREMENT INFORMATION SHEET

City of West Hollywood
Department of Public Works
Business License
8300 Santa Monica Blvd.
West Hollywood, CA 90069
(323) 848-6375

The following is applicable to these licenses and is required as a financial backup to the Indemnity Agreement :

- Carnivals and Concessions
- Tow Trucks
- Valet Parking

In every instance where an insurance policy is required for the licensing of a particular business, such insurance shall fulfill the following requirements unless the Business License Commission, upon application, notice and hearing, directs otherwise:

1. It shall be primary and not contributing to any other insurance maintained by the City;
2. It shall name the City of West Hollywood, its City Council, and its officers, agents and employees as additional insured;
3. Its liability limit shall be a minimum of one million (\$1,000,000.00) dollars;
4. It shall bear a deductible in an amount satisfactory to the Director;
5. It shall be provided by an insurer satisfactory to the City of West Hollywood; and
6. It shall provide the Director with thirty (30) days prior notice of any cancellation or modification of the policy.

Agency Approvals

Each of the following agencies must be contacted by the applicant in order to obtain their approvals and signatures as noted below. **The license will not be approved until all signatures are received.**

Finance (Business Tax License)

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Cashier
Hours: 8:00 AM - 4:00 PM Daily
(323) 848-6451

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

Finance - Risk Management

8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: **Aileen Ward**
(323) 848-6509
award@weho.org

Call or email for appointment

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

Planning

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Planner-on-Duty
Hours: 8:00 AM - 11:00 AM Daily
(323) 848-6475

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

*******LAST SIGN-OFF*******

Code Compliance - Business License

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Business License Officer
Hours: 8:00am -- 4:00pm
(323) 848-6437

Approved by (Print)

Date

Signature

*******LAST SIGN-OFF*******

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____