



***Applying for a permit? Follow these instructions:***

1. Complete the application and attach all the supporting documents as outlined on the form.
  - a. If you want to complete the PDF form by using pen or typewriter, print the form first.
  - b. If you want to complete the PDF form on your computer, first save the file to your computer. Here's how:
    - i. On the File menu, click "Save As"
    - ii. In the "Save In" field, select a folder or "Desktop"
    - iii. Click "Save"
    - iv. Type your information as needed in the blue-shaded fields
    - v. When complete, print the form
    - vi. Complete the next steps to submit in person or by postal mail
2. Attach all fees. Checks or credit cards are accepted.
3. Submit application, supporting documents and fees:

*In person or by postal mail:*

City of Fort Worth  
Transportation and Public Works Department  
Special Events and Street Permit Center  
311 W. 10<sup>th</sup> Street  
Fort Worth, TX 76102

4. For information or questions call 817-392-6594.



**CITY OF FORT WORTH  
VALET PARKING LICENSE APPLICATION**

APPLICATION DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

NAME OF BUSINESS OWNER OR LESSEE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESPONSIBLE OFFICIAL \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

VALET SERVICE PROVIDER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESPONSIBLE OFFICIAL \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

CHECK ALL THAT APPLY:     NEW APPLICATION         RENEWAL

NUMBER OF SPACES (MINIMUM OF TWO (2) SPACES REQUIRED) \_\_\_\_\_ BEGINNING VALET DATE: \_\_\_\_\_

VALET STAND (INDICATE LOCATION, SIDEWALK, ETC.) \_\_\_\_\_

LOCATION OF OFF-STREET PARKING \_\_\_\_\_  
(ADDRESS)

<b>LOCATION OF VALET PARKING ZONE:</b>	<b>(LIMITS)</b>
_____	_____
STREET	FROM                      TO

<b>LIST DAYS AND TIMES OF VALET SERVICE:</b>		
_____	_____	_____
DAYS	(BEGIN TIME)	(END TIME)
_____	_____	_____
DAYS	(BEGIN TIME)	(END TIME)

\*\* LIST NAME OF CONTRACTED TOWING COMPANY: \_\_\_\_\_  
(Refer to list of towing companies approved to perform non-consent tows in the city's right of way)

**THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:**

- ✓ Signed agreement documentation indicating applicant has legal right to park vehicles
- ✓ Copy of written notification to all property owners located within 100 feet on same side of street of valet parking service
- ✓ Certificate of insurance (\$ 1 million garage liability and \$1 million garage keepers) listing the city as an additional insured
- ✓ Annual license fee of \$1,000 (includes 2 spaces) plus the cost of additional spaces (\$150 per space).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

TRANSPORTATION AND PUBLIC WORKS DEPARTMENT  
**STREET PERMIT CENTER**  
311 W. 10<sup>TH</sup> STREET  
FORT WORTH, TX 76102  
(817) 392-6594 FAX (817)392-8941

Office Use Only  
Received \_\_\_\_\_ Approved \_\_\_\_\_ Permit # \_\_\_\_\_ Denied \_\_\_\_\_



## VALET PARKING ORDINANCE REQUIREMENTS

- Maintain a current copy of the **Street Use Permit** and **Site Plan** at valet stand at all times during approved valet parking operational hours
- Stay within the approved valet parking hours and limits as defined of the permitted area (not allowed to use more space than approved on permit and site plan)
- Only allowed to contact designated and approved towing company (for non-consent tows) in accordance with the company phone number as posted on the regulatory valet parking signs installed for that specific valet location
- Capture the valet lane with traffic cones (orange cones provided with white reflective tape) during the approved valet hours
- Do not exceed the five (5) minute time limit in the valet zone
- Do not stage or park vehicles in the City's right-of-way
- Store vehicles in the designated and authorized "off-street" location
- Do not unreasonably interfere with pedestrian or vehicular traffic
- Do not endanger the safety of persons or property
- All valet operators required to maintain a valid state driver's license at all times
- Do not place more than one valet parking service stand on the public right-of-way (sidewalk)
- Comply with all other requirements and provisions as outlined in the Valet Parking Ordinance (No. 15092)