

APPLICATION FOR VALET PARKING

City of Pittsburgh
Department of Mobility & Infrastructure
611 Second Ave.
Pittsburgh, PA 15219

*Fax this Completed Request along with all Attachments to the
Department of Public Works Traffic Division at 412-255-8847 or return by mail
Application for Temporary License must be received 7-10 days prior to event*

Company requesting valet parking: _____ Contact Name: _____
Phone No. () _____ Contact Phone No: () _____
Address _____ Contact Email: _____

Reason for the Valet Parking Zone: _____
Establishment to be served include Address: _____
Maximum Occupancy of Business: _____ Valet Parking Charge to the Public \$ _____
Number of Off-Street Parking Spaces Available: _____
Parking Lot Location: _____

Location of Drop Off: _____ Number of Parking spaces requested for Drop Off: _____
Dates or Days and Times of Operation: _____ Permanent/Temporary License

COMPANY PROVIDING SECURITY FOR THE PARKED VEHICLES:

Company Name: _____
Address: _____
Phone Number: _____
Number of Off-Duty Police Scheduled: _____

ATTACH THE FOLLOWING:

Occupancy placard of establishment(s) using the valet parking service
Picture of ID Shirts or Employee Uniforms with Company Name
Valet Parking Sign or Placard per Section 548.03(h) of the City Code
Letter of acknowledgement from adjacent property owners

Insurance Certificate
Parking Lot Lease Agreement

DO NOT WRITE BELOW THIS LINE

For City of Pittsburgh Use:

VALET PARKING ZONE APPLICATION

- APPROVED (Forward a copy of Approved Application to Permits)
 OFF-DUTY UNIFORMED OFFICERS REQUIRED; NUMBER: _____
(Applicant must contact Bureau of Police to schedule police officers)
 METERED PARKING SPACES IMPACTED; NUMBER: _____
(Applicant must contact the PPA and pay applicable fees to use pay parking spaces)

SIGN WORK ORDER _____ SIGN TYPE _____ LENGTH _____

- DISAPPROVED FOR THE FOLLOWING REASON(S):
 Falsification of Information.
 Current parking restrictions prohibit parking at this location.
 Other: _____

On-street spaces approved for
passenger loading: _____

Number of off-street parking
spaces available: _____

Meets 548.03(b) 1 _____ (15%)
Meets 548.03(b) 2 _____ (max #)

INVESTIGATED BY: _____ APPROVED BY: _____ DATE: _____