



# City of Pasadena

Department of Transportation – Hilda Okereke  
100 N. Garfield Avenue, Rm N106  
Pasadena, CA 91101  
(626) 744-7665  
(626) 578-0746

## VALET OPERATOR APPLICATION (FOR ANNUAL VALET OPERATOR PERMIT RENEWAL)

(Please print or type)

1. Valet Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ FAX: \_\_\_\_\_

Pasadena Business License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

2. Primary Contact and Telephone Number  
(Must be available at all times during hours of valet operation in Pasadena)

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

3. List the name and address of every officer or partner and of every owner of 10% or more of your business.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Attach additional sheet if necessary)

The following documents must be returned with your completed application:

- a. Current certificate of insurance along with endorsements.
  - i. Certificate must list the City of Pasadena as certificate holder
  - ii. 100 N. Garfield Avenue Rm N106, Pasadena, CA 91101, Attn: Hilda Okereke
- b. Photocopy of your current business license.
- c. Proof of valid driver's licenses for all valet attendants such as a DMV printout for all valet attendants.
- d. Disclosure of prior valet parking permits.
- e. Application/Permit/Process Fees:
  - \$80.00 (processing fee)
  - \$109.00 (annual Valet Operator permit fee)
  - \$1196.00 (new Valet Operator ONLY – non-refundable fee for public hearing)

**NOTE: Make checks or money orders payable to the CITY OF PASADENA**

Please return completed application and all requested documents to:

City of Pasadena  
Department of Transportation – Attn: Hilda Okereke-hokereke@cityofpasadena.net  
100 N. Garfield Avenue, Rm N106, Pasadena, CA 91101  
(626) 744- 4778 / Fax (626) 578-0746

**TERMS AND CONDITIONS:** All valet operations will be subject to the City of Pasadena's Valet Parking Ordinance PMC Chapter 12.14. In order to maintain a valid Valet Operator's Permit, you must keep your insurance and business license current. Valet Operator's permits are required to be renewed annually. By signing below you agree to the aforementioned terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_