



INSTRUCTIONS VALET SERVICE

CITY OF CLEVELAND
DEPARTMENT OF FINANCE
Division of Assessments and Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: 216.664.2260

Hours of Operation
8am to 5pm Weekdays

DALTaxCompliance@city.cleveland.oh.us

When do you need a Valet Service License?

Codified Ordinance §463.02 (a) states, “no person shall engage in the business of providing a valet service within the City unless and until licensed in accordance with this chapter.”

What to bring or submit to the Division of Assessments and Licenses

- Completed and signed application.
- Current, complete, and satisfactory Certificate of Insurance. The City of Cleveland must be named as additional insured and provide commercial general liability insurance for an amount not less than \$500,000.
- Samples of the customer receipt and/or hang tag that will be placed on the rear view mirror or set on the dashboard while parked.
- List of all valet zone locations, lots/garages utilized and other pertinent information on page two of this application.
- Fee of \$55.00. Fees are payable by cash, check, or credit card. Make all checks payable to the City of Cleveland.

How to obtain and/or submit a Valet Service License application

In Person or By Mail:

City of Cleveland
Division of Assessments and Licenses
601 Lakeside Ave., Room 122
Cleveland, OH 44114

Online:

Email the completed application **and** required secondary documentation to

DALTaxcompliance@city.cleveland.oh.us

If you have any questions please call Bernard Butler at 216-664-2260, Mon-Fri 8am-5pm

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.



VALET SERVICE LICENSE APPLICATION

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Fee: \$55.00

Application Date:

PART I

SECTION A - VALET SERVICE INFORMATION

Federal EIN	
Legal Name	
DBA Name	
Business Address	
City, State, Zip	
Phone	Email

SECTION B - CORPORATION INFORMATION

Are parking spaces being made available pursuant to a written contract with a parking facility operator? <small>(If yes, additional forms need to be completed, see Sect. D below)</small>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Print names of officers, key personnel and all interested parties.				
President	Vice President			
General Partner	Limited Partner			
General Partner	Limited Partner			
State Incorporated	Other Personnel			

SECTION C - RESPONSIBLE OFFICER INFORMATION (PRINT)

Name	
Address	
City, State, Zip	
SSN	
Phone	Email

RESPONSIBLE OFFICER SIGNATURE

SIGN
DATE

SECTION D - ADDITIONAL INFORMATION

- Attach a current, complete, and satisfactory Certificate of Insurance. **The City of Cleveland must be named as additional insured and provide commercial general liability insurance not less than \$500,000.**
- Attach samples of the customer receipt and/or hang tag issued.
- C.O.§463.02(b) Valet License Fee - \$55.00 per calendar year which expires on December 31st of the year issued.
- List all lots/garages, zones and other pertinent information on page two of this application.
- **If you answered YES in Section B please call 216-664-2260 to obtain additional forms needed**



**VALET SERVICE LICENSE
APPLICATION**
CODIFIED ORD. §463.02(B)

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PART II

Location of Valet Zone Name, Address	Legal Name of the Parking Facility Utilized for Vehicle Storage, Facility Address, Contract Term	Parking Place License Number	Description - Total Spaces Days of Operation	Price to Patrons
Jimmy's Restaurant 123 Main St Cleveland	XYZ Parking Systems 321 Third St Cleveland Term = 8/2009 - 12/2009	LUFUXX-XXXXX	1 st floor - 100 spaces Mon-Fri & special events	\$10 M-TH \$20 F-SUN