



City of Columbia South Carolina

Application for Valet Parking Permit

(Refer to Back of Sheet For Required Attachments)

TYPE OF APPLICATION: Permanent <input type="checkbox"/> Special Event <input type="checkbox"/>	
APPLICANT INFORMATION (Valet Parking Service)	
Name of Valet Company:	DATE OF APPLICATION:
Address:	
Business Telephone:	
Name of Operations Supervisor:	
Supervisor Daytime Telephone:	Evening/Weekend Telephone:

LOCATION INFORMATION (Business Benefiting From Valet Parking)	
Street Address:	
Owner:	
Owner Name:	Owner Telephone:
Requested Hours of Operation:	Number of Valet Personnel at Location:
Seating Capacity of Premises Served (or other capacity):	Hours of Operation of Premises Benefiting from Valet Parking:
Location Where Vehicles Will Queue (a drawing or map must also be attached):	
Location & # of Spaces For Drop-Off/Return (If metered, indicate meter #s) (a drawing or map must also be attached)	
Location Where Vehicles Stored (a drawing or map must also be attached):	
Route From Storage Area to Premises (a drawing or map must also be attached):	
Proposed Sign Locations (a drawing or map must also be attached):	

FOR BUSINESS LICENSE DIVISION USE ONLY	
The Valet Service is licensed to do business in the City of Columbia Yes <input type="checkbox"/> No <input type="checkbox"/>	
Initials _____ Date _____	
FOR PARKING SERVICES DEPARTMENT USE ONLY	
The Valet Service is Approved As Is <input type="checkbox"/> With Attached Changes <input type="checkbox"/> Denied <input type="checkbox"/> Monthly Fee: _____	
Initials _____ Date _____	

Checklist for Required Attachments for Valet Parking Permit

Please note that an application cannot be processed if the following documents are not present:

- Signed statement from the owner of each premises that would benefit from the valet parking, granting permission to the valet parking service to valet park the vehicles of his/her patrons
- A signed statement from the operator of any parking facility designated as the parking location. (Statement shall include information required under Sec. 12-123 (9) of the Valet Parking Ordinance)
- A contract pending approval of a permit or an executed contract between the applicant and each operator of a parking facility designated as a parking location. (The contract or permit must conform to Sec. 12-123 (10) of the Valet Parking Ordinance.)
- Proof that the applicant has insurance in force satisfying the requirements of Sec. 12-128.
- Drawings as specified on the first page of the applications. Where possible, it is preferred that all information to be shown on drawings be submitted on a single page. Drawings may be hand made as long as they are legible and can be understood.

If you have questions, call Parking Services at (803) 545-4015 or Email to parkingservices@columbiasc.net

RETURN COMPLETED APPLICATION TO:

**Parking Services Department
City of Columbia
820 Washington Street
Columbia, SC 29201**