



CITY OF PORTLAND
Permitting and Inspections Department
Application for Valet Parking Permit
License expires annually on December 31st

Application Fee: \$45 Renewal Fee: \$35 Valet Parking Permit: \$273.00

Business Information	
Business Name (d/b/a):	
Mailing Address:	
Contact Person:	
Phone:	Cell:
Email:	
Applicants' Drivers' License #s):	
Is your driver's license presently revoked or has it been revoked in the past 3 years?	Yes No (circle one) If yes, please explain:

Sole Proprietor/Partnership Information (If Corporation, leave blank)

Name of Owner(s)	Date of Birth	Residence Address

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)

Corporate Name:		Corporate Mailing Address:	
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address

About Your Valet Service

389 Congress Street, Room 307 • Portland, Maine 04101 • 207-874-8557
bl@portlandmaine.gov • www.portlandmaine.gov



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Name of Business Served:	
On-street location where valet spaces are proposed:	
Number of metered or city-owned spaces to be used for pick-up and drop-off:	
Days and hours of operation:	
Estimated number of vehicles to valet daily:	
Number of attendants:	
Off-site location where vehicles will be parked/stored:	Lot name: Lot address:

Required Attachments Checklist

	Identify by name and street address and attach a map or plan and showing the proposed route that valet parking staff will use.
	Attach a copy of the agreement between the valet company and the owner or operator of an approved off-street parking facility where the valet vehicles will be parked. Said agreement must include the following information: the total number of parking spaces in said facility; and the total number of parking spaces available for valet parked vehicles. Said agreement to state that the City will be notified in advance of termination of the agreement.
	Proof of liability insurance

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature _____ Title _____ Date _____

For Administrative Use Only

Amount: _____	Request Date / Approval _____	Notes: _____
Date Paid: _____	Parking: _____ / _____	_____
CC _____ CA _____ CK _____	Transportation: _____ / _____	_____
	PD: _____ / _____	_____
Amount: _____	Zoning: _____ / _____	_____
Date Paid: _____	Treasury: _____ / _____	_____
CC _____ CA _____ CK _____		