



ParkHouston

Administration & Regulatory Affairs Department
2020 McKinney, Houston, TX 77003
832.393.8690 – Office
832.393.8646 – Fax
parking@houstontx.gov
Monday-Friday 8am-5pm

Valet Parking Service (VPS) Permit Application Instructions

Complete the application in its entirety and have it notarized. Separate, copy as necessary.

*NOTE * Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted through MorphoTrust USA at one of their IdentoGo enrollment centers. Please contact ParkHouston for background check document.*

Submit the remainder of the application to the Parking Management division with the following applicable information: **(Permits are assessed a \$29.18 Administration Fee)**

- Original indemnity release form signed by each principal and notarized (page 6)
- Non-Refundable Fee (cash, check, credit card or money order) payable to the City of Houston
 - **\$1780.42 – First Time Applicant** (\$1751.24 permit fee + \$29.18 admin fee)
 - **\$904.80 - Renewals** (\$875.62 permit fee + \$29.18 admin fee)
- Original Assumed name certificate if the VPS will be operated under an assumed name
- Location of all existing and proposed valet zone locations where applicant and employees intend to provide valet parking services
- Name and mailing address of each principal of the applicant
- Partnership registration, if any
- Names and addresses of all general partners if applicant is a partnership
- Certificate of good standing from the Texas Secretary of State for a domestic corporation
- For a foreign corporation, a Certificate of authority to do business in Texas along with the names and addresses of all officers and the registered agent.
- Copy of proof of insurance sent to our offices from your insurance agent. Proof must be provided on an Accord 25 form. The information can be faxed to 832-393-8646 or emailed to parking@houstontx.gov. Please refer to City of Houston Code of Ordinances for insurance requirements.

Other Application Information

- Incomplete applications will not be processed.
- Only original documents will be accepted. No copies.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures or outdated photos will not be accepted.
- Fraudulent documents will be confiscated.
- All fees are non-refundable.

Allow a minimum of 10 working days for processing. Parking Management may contact you for additional information or clarification while processing the application.

Please refer to the City of Houston's Code of Ordinances Chapter 26, Valet Parking Services for more detail, www.houstontx.gov/codes. **Outstanding parking citations must be cleared prior to permit issuance.**



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Valet Parking Service Permit Application

- 1. TYPE OF BUSINESS (Check One) Proprietorship Partnership Corporation
- 2. Harris County DBA or Business Name: _____
- 3. Owner’s Name: _____
- 4. Business Address: _____
- 5. Mailing Address _____ City: _____ State: _____ Zip: _____
- 6. Applicant Last Name: _____ First _____ Middle Initial _____
- 7. Business Phone: _____ Fax Number: _____
- 8. Federal Employee Identification #: _____ State Sales Tax #: _____
- 9. Corporate Charter Number: _____
- 10. Email address: _____ TDL: _____

List names of Partners, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation). If necessary, attach a separate sheet with this information.

Name	Title	Mailing Address	TDL

Under penalties of perjury, I (print name) _____, declare that I have read this application and accompanying attachments, I agree to all of its terms and provisions, I affirm the correctness and accuracy of the information given on the application, and I affirm that I have the authority to bind the applicant to all of the terms, provisions and requirements of the application., that all the information herein is true, correct and complete.

Applicant Signature

State of Texas
County of Harris

_____, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, A.D. 20____

Notary Public in and for the State of Texas _____

Notary Public Signature



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**SCHEDULE H
PERSONAL HISTORY OF BUSINESS OWNERS**

DL# _____

DOB# _____

INSTRUCTIONS: If you answered “proprietor” for item# 1 on the valet parking service application, fill out a Schedule H for yourself. For “partnerships”, each partner must complete a separate Schedule H. For “corporations”, each of the three principal officers of the corporation must complete a separate Schedule H.

Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted with Fingerprint Applicant Services of Texas.

Name				
Address		City	State	Zip
Phone	Form of Business		% of Ownership Interest	
DOB	Age	Place of Birth		
Social Security #		Texas Driver's License #		
Sex	Race	Marital Status	US Citizen: Yes	No
Weight	Color of Hair		Color of Eyes	

Names and addresses of each business owned or operated for preceding five (5) years:

Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in jail or prison in the preceding seven (7) years? (Circle one) Yes No If yes, provide the following:

Offense convicted of _____
Date of conviction _____
Place of conviction _____
Court and Case number _____

DO NOT WRITE BELOW THIS LINE



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MUNICIPAL COURTS (Warrant Check) 1400 Lubbock, 1 st Floor	
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INSURANCE FILING FORM

This certifies the below named insured is provided commercial general liability general insurance, and auto liability insurance or garage liability insurance coverage with a company on the “List of Authorized Insurance companies” published by the Texas Department of Insurance (www.tdi.state.tx.us) that is authorized to sell auto liability insurance, or is a “County Mutual” identified with a code number; and has a 30-day cancellation endorsement to the City of Houston, Administration & Regulatory Affairs Department, Parking Management Division, 2020 McKinney, Houston, Texas 77003.

Named Insured and Mailing Address: _____

Additional Insured (name of city permit holder if different from above named insured): _____

Policy Period From: _____ To: _____

Minimum Limits for Commercial General Liability: Bodily Injury and Property

- Commercial general liability including broad form coverage: bodily injury and property damage, combined single limits of \$500,000 for each occurrence and \$500,000 annual aggregate.
- Auto Liability Insurance endorsed to include garage keepers legal liability including comprehensive and collision coverage for vehicle storage and coverage for vehicle driven by or at direction of permittee: \$500,000 combined single limit per accident.
- Or garage liability insurance endorsed to include garage keepers legal liability insurance including comprehensive and collision coverage for vehicle storage and coverage for vehicle driven by or at direction of permittee: \$500,000 combined single limit per accident.

Endorsements: TE-02—2A or (ISO) CA 02 44 06 04 30 Days _____

Name of Insurance Company _____

Address _____

Signed By:

(Authorized Underwriter)	Policy Number	Print name	Phone
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This is an official government record. A false entry may constitute a felony of the third degree



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INDEMNITY AND RELEASE FORM

The Permittee agrees to and shall defend, indemnify, and hold the City and its agents, employees, officers, and legal representatives, (collectively, the “city”) harmless for all claims, causes of action, liabilities, fines, and expenses (including without limitation, attorneys’ fees, court costs , and all other defense costs and interest) for injury, death, damage, or loss to persons or property sustained in connection with or incidental to any performance under this permit, including, without limitation, those caused by:

1. The Permittee’s and/or its agents’ employees’, officers’, directors’, contractors’, or subcontractors’ (collectively in lettered paragraphs 1-3, “Permittee’s”) actual or alleged negligence or intentional acts or omissions;
2. The City’s and the Permittee’s actual or alleged concurrent negligence, whether the Permittee is immune from liability or not; and
3. The City’s and the Permittee’s actual or alleged strict products liability or strict statutory liability, whether the Permittee is immune from liability or not.

The Permittee shall defend, indemnify and hold the City harmless during the term of the permit and for two years after the permit expires. The Permittee’s indemnification is limited to \$500,000.00 per occurrence.

The Permittee agrees to and shall release the City from all liability for injury, death, damage, or loss to persons or property sustained in connection with or incidental to performance under the permit, even if the injury, death, damage or loss is caused by the City’s sole or concurrent negligence.

Signature of Applicant

****The application shall be signed by an owner, officer, or partner principal of the applicant if the applicant is not an individual, or by the individual applicant for the valet parking service permit acknowledging that he has read the application, agrees to all of its terms and provisions, affirms the correctness and accuracy of the information given on the application and affirms he has the authority to bind the applicant to all of the terms, provisions, and requirements of the application.***

State of Texas
County of Harris

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____ who being by me duly sworn, on his/her oath says that he/she is the person who has this day signed this Indemnity and Release form and the foregoing application for a permit to operate a Valet Parking Service in the City of Houston, he/she has read the application and indemnity and release form and that the statements contained therein are true

SWORN TO AND SUBSCRIBED before me this _____ day of _____, A.D. 20 _____

Notary Public in and for the State of Texas

Notary Public Signature