



# CITY OF PALM DESERT

73-510 FRED WARING DRIVE

PALM DESERT, CALIFORNIA 92260-2578

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## TO RECEIVE A NEW VALET PARKING PERMIT, THE FOLLOWING ARE REQUIRED:

1. Proof of Insurance.  
If **any** valet activity is conducted on a public street (i.e., drop-off, pick-up) the insurance policy form CG 20 10 10 93 -ADDITIONAL INSURED, OWNERS, LESSEES OR CONTRACTORS (FORM B) naming the City of Palm Desert as additional insured must be submitted with application.
2. Letter from parking lot owner or property manager granting permission to valet operator to use parking area when Business does not own their parking lot. This condition does not apply for in-house valet service.
3. Map/layout of parking lot indicating:
  - Valet drop-off and pick-up points
  - Location of valet and self-parking spaces
4. Copy of current City of Palm Desert business license.
5. Proof of Workers Compensation Insurance, as required by the City of Palm Desert Municipal Code (Section 10.50.015)
6. Completed valet parking permit application.
7. Check for \$50.00 for a **new** valet parking permit made payable to the City of Palm Desert.

## TO RENEW A VALET PARKING PERMIT, THE FOLLOWING ARE REQUIRED:

1. Proof of Insurance.  
(same condition as above)
2. Letter from restaurant/parking lot owner granting permission for valet parking services.
3. Map/layout of parking lot.  
(same condition as above)
4. Completed valet parking permit application.
5. Check for \$25.00 to **renew** valet parking permit made payable to the City of Palm Desert.