

NASHVILLE DEPARTMENT of TRANSPORTATION
& MULTIMODAL INFRASTRUCTURE

Traffic and Parking Commission
750 S. 5th Street
Nashville, TN 37206

Valet Operator License Application

Effective September 1, 2011, no person shall engage in the business of valet parking within the area of the Metropolitan Government without first obtaining and keeping in force a license from the commission as a valet operator, provided that no such license shall be required for persons conducting or offering valet parking services solely on private property without involving the use of any public right-of-way ([Metro Code: 12.41.020](#)).

Applicant is applying as a (check one): Corporation Partnership Individual Limited Liability Company

Applicant's full, legal name (if partnership, list partner's names (at least two); if corporation or LLC, list name of corporation or LLC; if individual, list name): _____

Contact Person's Name: _____

Business Address: _____

Mailing Address (if different from Business Address): _____

Phone: _____ Fax: _____ Email: _____

Tax ID Number: _____

Application Type New Valet Operator License Renewal of Valet Operator: License # _____

Attachments (the following must be attached for the application to be processed):

- a. **Corporate, Partnership or LLC Information** – For corporations, partnerships, and limited liability companies, attach a list of all officers and directors, general partners, managing members, all stockholders, partners (including limited partners) and members who have a 10% or greater financial interest in the applicant.
- b. **Proof of Liability Insurance** -- \$1,000,000 single limit with insurance company authorized to do business in Tennessee and approved by the Department of Law. The Metropolitan Government shall be named as an additionally insured on the policy.
- c. **Applicants Financial Responsibility** – Name, affiliation, address, contact information of at least two (2) references that can attest to the applicant's financial responsibility.
- d. **Employees Contact** – Current list including name, address, contact information, copy of valid Driver's license, and age of all full and part-time employees to be used by the applicant for valet services.
- e. **Complaint & Claims Process** – Detailed description, including contact person and phone number, of the applicant's process for addressing citizen complaints and claims.
- f. **Business Tax License** – Copy of business tax license issued by the Davidson County Clerk.
- g. **Valet Locations** – Provide a list of all business client names and addresses for each valet location.

Payment Due – Annual Fee _____ \$100.00

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I also understand that it is my responsibility to conform to the laws of the Metropolitan Government, the State of Tennessee, the United States and the rules and regulations of the Traffic and Parking Commission and that failure to do so could result in revocation of the valet operator license.

Print or Type name: _____ Title: _____

Signature: _____ Date: _____