

Valet License Policy

SECTION: NDOT Parking	POLICY NO.: 103.003.2024
SUBJECT: Valet Operator License Approval	EFFECTIVE: As per T&P approval PAGE: 1 of 1
APPLIES TO: Designee of Traffic and Parking Commission	<input checked="" type="checkbox"/> NEW ISSUE <input type="checkbox"/> PARTIAL REVISION <input type="checkbox"/> COMPLETE REVISION

Through Metro Code 12.41.110 the commission shall have the authority to adopt and implement rules and regulations, not inconsistent with the chapter, which will effectuate the purposes of this chapter and secure compliance with its provisions to protect the health and safety of the inhabitants within the area of the metropolitan government.

PURPOSE:

Traffic and Parking Commission is establishing the Director of Transportation and Multimodal Infrastructure Department as their designee for approval of the valet operator license.

Commission Notification

At each Commission meeting, the Designee shall provide a report to the Commission on any applicants the Designee has approved or denied within the last month.

	ISSUED BY: NDOT Parking Division

Exhibit A

Standard Operating Procedure Approving/Issuing Valet Operator License

SECTION: NDOT Parking Division	SOP NO.: 103.003.2024s
SUBJECT: Approving/Issuing Valet License	EFFECTIVE: As per T&P Approval PAGE: 1 of 2
APPLIES TO: NDOT Parking Division	<input checked="" type="checkbox"/> NEW ISSUE <input type="checkbox"/> PARTIAL REVISION <input type="checkbox"/> COMPLETE REVISION

PURPOSE: **Procedure for Approving/Issuing Valet License**

PROCEDURE:

The Director of NDOT may assign a NDOT staff member to be the Traffic and Parking Commission’s Designee for Valet Operator License Approval.

When the Designee receives applications from new valet companies requesting to operate within Nashville-Davidson County, they will follow a structured process. The Designee will conduct thorough reviews of such applications and document their findings.

Application Submission and Document Review

The Designee reviews the received documents according to section 12.41.020 and the Valet Operator License Application form. The Designee ensures that the application packet includes the following items:

- a. Full name and address of the applicant.
- b. The names and addresses of at least two financial references.
- c. Confirmation of compliance with all relevant rules, regulations, and laws (local, state, and federal), including but not limited to, disclosure of any prior state law or Metro Code violations pertaining to valet services or the applicant’s business practices, any citizen complaints pertaining to the applicant’s business practices, and any judgments against the applicant, together with information regarding the amount of any such judgment and the nature of the transaction or acts giving rise to such judgments.
- d. Employee information (names and home addresses).
- e. Proof of insurance coverage with Metropolitan Government as additionally insured
- f. A completed and notarized Indemnity & Release Form
- g. That the applicant has a defined complaint and claims handling process.
- h. Valid business license issued by the Davidson County Clerk.

Qualification Interview

If the Designee is satisfied with the submitted documents, they proceed to conduct a qualification interview with a representative from the valet company. The minimum requirements for qualification include:

- a. A fully completed application packet.
- b. A detailed claims process.
- c. A signed affidavit of compliance with all the rules and regulations.
- d. Information on existing valet locations (if applicable)
- e. A letter of recommendation from previous or existing clients (if applicable)

Commission Notification

When an applicant meets all local, state, and federal requirements, the Designee will approve the application. If the Designee determines the applicant does not meet all the applicable requirements, the Designee will deny the application. If an applicant's application is denied by the Designee, the denied applicant may appeal the Designee's denial to the Commission by requesting such an appeal in writing within 30 days of the Designee's decision. At each Commission meeting, the Designee shall report to the Commission any applicants the Designee has approved or denied within the last month.

License Issuance

If the Designee or the Commission, on appeal, determines that the valet company meets eligibility criteria and complies with regulations, a one-year license is issued to the applicant. Renewals are subject to the active Valet Fee Policy as approved by the Traffic & Parking Commission in May of 2024.

Appeal Process

If a denied applicant fails to meet the outlined criteria during the application submission, document review, and qualification interview, resulting in the Designee denying the application, the applicant has 30 days to appeal the Designee's decision. If the applicant chooses to appeal the denial, and timely sends the writing requesting same, they will appear at the subsequent Traffic and Parking Commission meeting and make themselves available for examination by the Commission. They may be represented by an attorney at this appeal and may also present evidence on their own behalf. If, upon examination, and hearing all the evidence, the commission determines that the applicant is capable, willing, and qualified to provide valet services while adhering to the laws of the metropolitan government, the State of Tennessee, the United States and the rules and regulations of the commission, a one-year license shall be issued to the applicant.

Otherwise, the application will be denied by the Commission.

Invoice Generation

NDOT staff will promptly inform NDOT Finance of the approval, and an invoice for the license fee will be promptly sent to the applicant.

Monitoring and Reporting

NDOT will monitor and report any issues with license holders pursuant to 12.41. Any identified issues will be reported to the Traffic and Parking Commission for appropriate disciplinary action.

REVISION NO.: V1-2024

ISSUED BY: Parking Division

REVISION DATE: 07-3-2024

**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.
- h. **Indemnity & Release Form**- Notorized

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: _____

Exhibit C:



Nashville Department of Transportation and Multimodal Infrastructure

750 South Fifth Street
Nashville, TN 37206

Invoice

Date	Invoice #
4/12/2023	5678

PAID
04/28/2023

Valet Parking Permit/License

Bill To

XYZ Parking Company
4321 Any Street
Nashville, TN 37206

CityWork Number	
Payment Terms	Year
Net 30	2023

Description	Qty	Rate	Amount
Valet License	1	100.00	100.00

Metro Code 12.41.020
F. A valet operator license issued by the department pursuant to this section shall be valid for a period of one year at an annual fee of one hundred dollars.

Metro Code 12.41.30
In addition to the licensing requirements of Section 12.41.020 of this chapter, the department shall issue parking permits to valet parking operators to conduct their operations on public streets as a commercial enterprise or in furtherance of a commercial enterprise. A separate permit is required for each location where valet parking services are provided

Remit Payment to:

Nashville Department of Transportation
Attention: Accounts Receivable
750 South Fifth Street
Nashville, TN 37206

Total	\$100.00
Payments	-\$100.00
Balance Due	\$0.00



VALET OPERATOR LICENSE NO.2024-XXXX

Valet Operator Name: XYZ Valet

Valet Operator License Issued: 01/01/2024

Permit Valid Through: 12/31/2024

Metropolitan Government of Nashville and Davidson County



DISCLAIMER:

*****THIS LICENSE MUST BE ACCESSIBLE FOR
INSPECTION AT ALL LOCATIONS WHERE XYZ Valet
OPERATES*****