



Annual Valet Information Sheet

Department of Mobility and Infrastructure

June 2023

At a Glance

- An “Annual Valet Plan” is required when a commercial establishment proposes to provide valet services in the Right-of-Way consistently or intermittently over the course of a year.
- Please note if only temporary valet is needed, this can be applied for under “Valet Permit.”
- Valet parking licenses may be issued for one (1) to three (3) parking spaces. A high occupancy valet parking license (for businesses with over 400 occupancy) are eligible for six (6) parking spaces but shall not exceed the length of the frontage of the business being serviced.
- The valet parking operator must have legal off-street parking spaces available and is not permitted to park vehicles in the public right-of-way
- All Annual Valet permits expire on Dec 31 of the year that they were issued and are required to be renewed annually.

Information Needed for Application

- Applicant name and contact information
- Business name and address
- Occupancy (High=400 or more, Low = less than 400)

Required Documents

- Certificate of insurance noting the City of Pittsburgh as additional insured
- Parking Lot Lease
- Occupancy Placard of Establishment
- Picture of ID Shirts
- Letters of Approval from adjacent property owners (if applicable)
- Valet Parking Sign

Fees

- Application Fee: \$150 (*one time fee*)
- New License Fee: \$200 (less than 400 occupancy); \$400 (400 and greater occupancy)
- Annual License Renewal Fee: \$100 (less than 400 occupancy); \$200 (400 and greater occupancy)
- If the valet loading zone is operated from metered parking spaces during meter enforcement hours, the valet parking operator is required to pay the Pittsburgh Parking Authority.

Expiration, Extension, and Amendment

- All Annual Valet permits expire on Dec 31 of the year that they were issued and are required to be renewed annually.