

## APPLICANT CHECKLIST

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- ☐ COMPLETED APPLICATION
- ☐ CURRENT AND VALID BUSINESS LICENSE FOR TOWING AND IMMOBILIZATION SERVICE (IF UTILIZING ON THE PARKING LOT)
- ☐ SIGNAGE PROOF
- ☐ PROOF OF INSURANCE
- ☐ FEE SHEET
- ☐ PAYMENT RECEIPTS
- ☐ SITE PLAN
- ☐ PLANNING ENGINEERING PERMITS REVIEW

APPLICATION FORMS AND SIGNAGE INSTRUCTIONS ARE POSTED ON THE BDOT PERMITTING [WEBPAGE:](https://www.birminghamal.gov/transportation/permit-applications/)  
<https://www.birminghamal.gov/transportation/permit-applications/>



**PARKING LOT PERMIT APPLICATION**  
BIRMINGHAM DEPARTMENT OF TRANSPORTATION  
9TH FLOOR, CITY HALL 710 20TH ST N, BIRMINGHAM, AL 35203  
**CITY OF BIRMINGHAM ORDINANCES #23-117 & #23-118**



PLEASE TYPE OR PRINT

**TYPE OF APPLICATION**

☐

Initial Application

☐

Renewal Application

Current License # \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
(Full legal name of applicant)

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from physical address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**BUSINESS INFORMATION:**

Name: \_\_\_\_\_  
(Business Name)

D/B/A: \_\_\_\_\_  
(name under which the service will be operated if different than the legal name)

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from physical address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**THIS BUSINESS IS A:**

(check one)

☐

Sole Proprietorship

☐

Partnership

☐

Corporation, LLC, etc.

List the full name and address of all partners if the business is a partnership, corporation, LLP or LLC:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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List the names of all company officials, all managers, and all other persons responsible for the operation of the business (attach an additional sheet if necessary):

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List the full name of all persons having a proprietary or profit interest in the business that is the subject of the application, and the amount of stock, if any, held by the company officials, managers, and all other persons having a proprietary or profit interest in the business that is the subject of the application.

| Full Name: | Title: | Stock Amount: |
|------------|--------|---------------|
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**List all Parking Lot addresses in operation** (include address as listed on each insurance policy):

Physical Address: 

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City: 

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 State: 

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 Zip Code: 

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Physical Address: 

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City: 

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 State: 

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 Zip Code: 

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Physical Address: 

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City: 

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 State: 

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 Zip Code: 

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Physical Address: 

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City: 

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 State: 

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 Zip Code: 

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Provide a description of the methods to be used to enforce payment of parking, including any contracts entered for vehicle immobilization or towing services, and the way that violators will be determined and reported (attach an additional sheet if necessary).

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**PARKING RATE SCHEDULE:**

(attach additional sheet if necessary)

| <b>Days:</b><br>(ex: Monday-Friday) | <b>Time of Day:</b><br>(ex: 8am-5pm) | <b>Fee:</b> |
|-------------------------------------|--------------------------------------|-------------|
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List the hours for storage or parking of motor vehicles on the parking lot:

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Will night storage (overnight parking) be conducted upon the premises:

☐ Yes    ☐ No

List the hours during which any parking attendants will be on duty (if applicable):

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List the methods of payment the applicant will accept:

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**PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION SUBMITTAL:**

1. If the company is utilizing a towing and immobilization service on the parking lot, the company must provide a City of Birmingham current and valid business license for the towing and immobilization service.
2. A proof of the signage to be ordered and placed on-site as required in Ordinance 23-118, Section 19-12-2. Proof can be in the form of signage mock-up(s) and order receipt from sign manufacturer.
3. A copy of liability insurance coverage provided directly to the City of Birmingham Department of Transportation (BDOT) and the City Clerk's office from the insurance provider.  
City Clerk: [insurance@birminghamal.gov](mailto:insurance@birminghamal.gov)  
BDOT: [bdot@birminghamal.gov](mailto:bdot@birminghamal.gov)
4. Receipt from the Department of Finance showing payment of the application fees required. Please see attached fee sheet for applicable fees.
5. Three (3) copies of a scaled drawing or site plan of EACH parking lot, showing the following:
  - Lot location (including the address and relation to adjoining properties, including public rights of way), design, size, capacity
  - Size and type of construction of attendant's station or pay station, if any
  - All walls, barriers or other structures surrounding or enclosing the premises
  - Signage placement
  - The location and size of all driveways; and all other design details including plant materials, specification sheets for paving, signs, fencing, and other similar elements.

**PLEASE NOTE: A DIGITAL COPY MAY BE SUBMITTED IN LIEU OF THREE PAPER COPIES TO [BDOT@BIRMINGHAMAL.GOV](mailto:BDOT@BIRMINGHAMAL.GOV)**

I hereby authorize the investigation of all statements contained in this application. I do hereby swear and certify that all information provided is true and correct to the best of my knowledge, and I understand that my license may be revoked without recourse if any are found to be false, pursuant to Ordinance 23-117, Section 12-23-9.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_