



Date _____
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PRIVATE BOOTING SERVICE APPLICATION

NEW/RENEWAL

GENERAL EXPECTATIONS

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- Booting of vehicles on private property is regulated by the Department of Safety and Permits. All businesses involved with the booting of vehicles on private property are required to be licensed to do so within the requirements proscribed in CCNO 66:402-408.
- All personnel involved in placing or removing boots on vehicles parked on private property must be approved by the Department of Safety and Permits prior to removing or replacing a boot.
- The maximum charge for removing a boot is \$90.00. No extra charge shall be made for any check or credit card payment. The fee to release the boot shall be reduced by 50 percent (a maximum fee of \$45.00) should the booting service business not arrive within 30 minutes of receiving a request for such vehicle's release. There shall be no charge to release the boot should the booting service business not arrive within 60 minutes of receiving a request for such vehicle's release.
- Any booting service business found in violation may have its license to operate immediately revoked or suspended for up to one year, and may not reapply for a new license for at least one year from said revocation or suspension.
- The booting service business shall maintain a time-stamp method of recording all calls pertaining to release of vehicles. These records shall be maintained a minimum of 90 days, and a copy of any particular call or all calls within a designated period shall be made available within three business days at no cost to the city or its representative.
- There shall be no payment of any kind by the booting service business to anyone associated with the business, store or establishment being provided booting service.
- Records pertaining to booting must be kept a minimum of five years, and made available to the Department of Safety and Permits upon request during normal working hours at the booting service business or at the offices of the city.
- Addresses of all locations to be served must be provided to the Department of Safety and Permits. The department must be notified immediately of any addresses that are added or removed.
- Signage maintained by the addresses being served must be compliant with municipal regulations in like and number.

REQUIRED ATTACHMENTS TO APPLICATION

- Application fee of \$250.00, to be paid when the application is filed. All licenses will expire by September 1 of each year and must be renewed on an annual basis.
- A valid occupational license from the City of New Orleans.
- Federal Background Check from an approved facility showing no criminal convictions within ten years of date on application) for business owner and personnel who will placing or removing boots.
- Drug screen from an approved facility on personnel who will be placing or removing boots.
- A \$150,000 surety bond
- Insurance documentation for the following amounts:
 - o \$250,000 for injury or deal to one person
 - o \$500,000 for each injury or death from each occurrence
 - o \$100,000 for property damage
- Must provide a sample of a sticker or decal that is placed on the vehicle when it is booted. The sticker must be 8.5x11" stating:
 - o Any attempt to move a booted vehicle may result in damage to the vehicle
 - o The booting service may file suit against the motorist for any damage to the booting service
 - o The time and date the vehicle was booted
 - o The name of the individual who installed the boot
 - o The fee to remove the boot
 - o The time frame by which the boot shall be release once a call is made and the consequences to the booting service for not releasing the boot within the specified times.
 - o The name, address, phone number which will facilitate the dispatch of personnel responsible for removing the boot.
 - o The name of the business being serviced in which the violation took place.
 - o The name of the individual of the business or establishment who designated the vehicle to be booted
 - o The name, phone number and time during which an appeal can be made to the City
- Must provide a sample receipt to the individual paying the booting charges, stating:
 - o All charges
 - o The time and date the boot was placed
 - o Name of employee who installed the boot



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- o The date and time the boot was released or scheduled to be released
- o The reason for any possible deductions in booting fee (ie 50 percent or free due to length of time boot was in place)
- o The name of the individual of the business or establishment who designated the vehicle to be booted
- o The ID number of the boot
- o The license plate number of the vehicle
- o The name, business address and phone number of the booting service
- o The location where payment was made
- o Method and time of payment
- o Change given back to customer, if paid with cash
- o Information regarding the right to appeal or complain, including the telephone number of the City office.

CRITERIA FOR APPROVAL

- Business must have a unique name which is clearly distinguishable from any other booting service business.
- Business must have a written contract with the owner, lessee, managing agent or other person in control of the business that is serviced by the parking area on which the motor vehicle is parked.
- Business must provide patrons a time and date stamped receipt or handwritten acknowledgement for goods or services provided by said business and has a sign in the establishment offering such a receipt or acknowledgement. This receipt or acknowledgement must comply with CCNO Chapter 66.403(f).
- The booting service shall provide an office to receive the payments to release the boots that is open seven days a week, 24 hours a day located in the city.
- All boots used must be yellow in color and shall have the name of the booting business and telephone number to have the boot removed painted in no less than one inch black letters. Each boot shall have its own specific identification number in such a fashion that can be seen when the boot is placed on the vehicle.
- All employees placing or removing boots must wear a company uniform and a picture identification badge displaying the name of the business, the name of the person, and the person's employee number.
- All vehicles used to place or remove a boot shall permanently display on each front and insert door in no less than two inch lettering, the business name, address, and telephone number.

SIGNAGE SPECIFICATIONS

All signage related to vehicle booting on private property must be approved by the Department of Safety and Permits.

Signage shall be rectangular and have a yellow background color, and shall be made of light reflective material to assist in reading during evening hours.

Such signage shall contain such information including, but not limited to, the word "WARNING" and the booting fee shall be in letters not less than three inches high in the color red, and the following:

"CUSTOMER PARKING ONLY, ALL OTHERS WILL BE BOOTED
BOOTING FEE \$90.00"

or

"PARKING FOR RESIDENTS AND GUESTS ONLY, ALL OTHERS WILL BE BOOTED
BOOTING FEE \$90.00"

The above text, along with the name of the booting service business and telephone number to have the boot removed shall be in letters not less than one and one-half inches high in the color black (except the fee amount, which must be red and at least three inches high).

SIGNAGE PLACEMENT

Vehicles may not be booted on private property or a private parking area unless a sufficient number of signs are conspicuously posted and maintained by the owner of the property.

One sign shall be posted on private property at each entrance to the parking area at each level of a multi-level parking garage and by the entrance door to each store or establishment facing the parking area.



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Additional signs shall be posted in the parking area and at each level of a multi-level parking garage as follows:

- 1-20 parking spaces – 2 signs
- 21-40 parking spaces – 4 signs
- 41-60 parking spaces – 6 signs
- 61-80 parking spaces – 8 signs
- 81 or more parking spaces – one additional sign for each additional ten parking spaces

The director of the Department of Safety and Permits may require additional signs to be located on the premises.

No sign shall be further than 50 feet and plainly visible from any area of the parking area in which vehicles are subject to booting.

Business Name _____

Address _____

City _____ State _____ Zip _____ Business Phone _____

Email Address _____

LIST BELOW NAME(S) OF OWNERS, OR OFFICERS, IF A CORPORATION

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email Address _____

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email Address _____

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email Address _____



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City _____ State _____ Zip _____ Phone _____

Email Address _____

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Email Address _____

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email Address _____

Has any owner, general partner, officer, principal director, or stockholder owning ten percent or more of the business been charged or convicted of any crime or city code violation within the past ten years preceding the date of this application?
Yes/no

In making this application, it is expressly understood and agreed, that all the provisions, covenants, and conditions which are stipulated for appointment as a booting business of the above described business, shall be adhered to, understanding that my license is subject to cancellation, suspension or revocation for failure to fully comply with the rules and regulations set forth by the Department of Safety & Permits, the City Code of New Orleans and Louisiana State Law.

I hereby certify that all information in the application is true and correct and that no refunds will be granted once payment is received for this application.

Applicant Signature _____

Date _____