

CITYWIDE WORK PARKING PERMIT

Virtual-No Decal

Work Parking Permits allow permittees to park in City lots or at parking meters around town without feeding the parking meter or paying a parking fee. City Employees and Commissioners may be eligible to receive a Work Parking Permit if their duties require the use of personal vehicles for City purposes. Consultants and Contractors may also be eligible to receive a Work Parking Permit if they have a valid current agreement with the City. **Work Parking Permits are valid from the date issued for 365 days or specified dates shown below.** It is up to employee to renew permits before expiration. If you receive a parking citation for non-payment after that date, you will be responsible for any parking fines incurred. The license plate of the vehicle is the permit number. It is extremely important to provide complete and accurate license plate. Work Parking Permits are not transferrable. If you replace your vehicle or license plate, you will need to complete a new permit application. Emails are now required. Email will be used to inform permittee when permit has been activated and when it expires.

City vehicles should be used as a first option by City employees when conducting City business. Any permittee parking a vehicle with a Work Parking Permit while doing non-work-related activities may receive a parking citation for non-payment of meter.

In order to request a permit, the applicant must read and sign the agreement below and return it to their Department Director for approval.

I understand I am eligible to receive **one** Work Parking Permit, for work-related purposes only, with Director's Approval per year.

I acknowledge that by accepting a Work Parking Permit, I agree to use the Work Parking Permit for City work purposes only. I may not use the Work Parking Permit for personal reasons.

Print Name

Department

Phone Number

Email Required: Notifications will be sent to: _____

Check One – City Employee Commissioner Consultant Contractor

Check One box below:

This is a request for new permit, never had a permit for this license plate.

This is a renewal. (Had a work permit for same vehicle last year.)

Replacement permit for new car or license plate change for current vehicle. Previous license plate _____

Vehicle License Required

Make

Year

Color

Plate accuracy is very important, print or type clearly.

Permittee Signature

Date

Department Use Only:

Department Approval

Date

Permit Term: One Year Fixed Term - Start Date _____ End _____

Fixed term at 3 or 6 month increments only – intended for seasonal worker.