

## TEMPORARY RESIDENTIAL PERMIT APPLICATION



**WEBSITE:** www.SacPark.org ▪ **PHONE:** 916.264.5011 ▪ **FAX:** 916.808.1935

Revenue Division's Office Hours: Monday –Friday 8:30 a.m. – 4:30 p.m. (excluding City holidays)

Completed forms may be submitted either in-person or mailed to the following address:

**New City Hall, Revenue Division  
915 I Street, Room 1214  
Sacramento, CA 95814**

For Revenue Division walk-in office hours, please call 916-808-5110.

**Important messages:**

- A. If you wish to apply in-person, you will receive a permit immediately upon submission of the required documentation. For mailed permits, please expect to receive your permit in approximately 10 business days from the date of submission.
- B. Permits will not be issued without proper documentation.
- C. Temporary permits are limited to three (3) permits per household. If more permits are needed, please contact our office at 916-808-5110 to place your special request. **Please note that simply placing a request does not guarantee a permit.**
- D. Parking Services reserves the right to limit the extension period of permits

**REQUIRED DOCUMENTATION:**

- ✓ **DRIVER'S LICENSE** and
- ✓ **PROOF OF RESIDENCY:** Copy of current utility bill, phone bill, cable bill, bank statement from the last 45 days or insurance declaration page reflecting resident's name and address where the permit will be registered.

**OR**

- ✓ **CURRENT LEASE AGREEMENT**

**I AM A (MUST SELECT ONE):**

- PROPERTY OWNER
- TENANT
- BUSINESS OWNER

**# OF PERMITS REQUESTED:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **TO END DATE:** \_\_\_\_\_

I HAVE ENCLOSED THE **REQUIRED** DOCUMENTS AND UNDERSTAND THAT **INFORMATION IS SUBJECT TO VERIFICATION** \_\_\_\_\_  
*Initials*

RESIDENT NAME (FIRST & LAST):

PHONE #:

STREET ADDRESS:

CITY, STATE AND ZIP CODE:

**\*REQUIRED\*** REASON FOR REQUEST:

It is a violation of the **Sacramento City Code (SCC) Chapter 10.48** to allow use of a permit for commuter parking. I declare that the information on this application is true and correct. I also acknowledge that failure to properly display these permits may result in the issuance of a valid citation and that it is my responsibility to inform all members of my household and visitors on the correct use of my permits. I declare that I have read and understand the penalty provisions under Sacramento City Code 10.48.150 which provides, in part, that permits are not transferable and it is a violation to sell, transfer, exchange or produce copies of these permits. It is also a violation of SCC 10.48.150 (D) to use these permits to park more than 3 city blocks from the registered permit address.

**PERMIT AREA**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date