HOW TO GET YOUR PERMIT

In Person:
Visit the New City Hall Revenue Services Division with the required permit documentation and receive your permit(s) the same day! This option is available for new permits, permit renewals and replacement permits. Please Note: Renewal permits are not available for pick-up until the first day of the expiration month.

By Mail or Fax:
This option is only available for permit renewals or replacement permits. Requests must include the permit application and copies of the required documentation.

Replacement Permits:
There is a replacement fee of $25 for each permit requested.

RENEWALS
IT IS YOUR RESPONSIBILITY TO RENEW YOUR PERMIT(S) ON TIME!
PLEASE BY SUBMIT THE REQUIRED DOCUMENTATION 35 DAYS PRIOR TO THE PERMIT EXPIRATION DATE REFLECTED ON YOUR PERMIT.

NOTE: IF YOU DO NOT RECEIVE YOUR NEW PERMIT VIA MAIL WITHIN 5 CALENDAR DAYS AFTER THE PERMIT EXPIRATION DATE, PLEASE CALL (916) 808-8500 OR VISIT THE REVENUE DIVISION WITH REQUIRED DOCUMENTATION.
REQUIRED DOCUMENTATION

Residents: For a Vehicle Permit, submit item #1, listed below, for each vehicle along with #2 & 3. A Visitor Permit will be issued at the same time. If #1 is not submitted, then only a Visitor Permit will be issued if items #2 & 3 are submitted.

Business Owners: Submit #1 & 2, listed below. Both documents must reflect the business name and address where the permit will be registered.

Leased or Company Vehicles: Submit #1-3, listed below and a completed Company Vehicle Verification form available at www.sacpark.org under Forms.

Military Personnel: If you are on active duty and your vehicle registration will not change, provide your military ID card with #1 & 2, listed below.

1. Current DMV Registration for each vehicle: Must reflect resident’s name and the address where the permit will be registered. A local post office box is acceptable only with proper Proof of Residency.

2. Proof of Residency: Entire current bill (less than 45 days old) from a utility, phone or cable company, or a current bank statement or insurance declaration page. Property owners may submit a current property tax statement. Documentation must reflect resident’s name and address where the permit will be registered. A local post office box is acceptable with proof of address reflected on the bill or statement.

3. Valid ID: (Driver’s license/passport) for each applicant.

Applicant cannot have any outstanding parking citations.

TEMPORARY PERMIT

Temporary Permits are issued under the following circumstances, including but not limited to:

1. Durations when outstanding parking citations are under contest review.

2. When proof of residency is not available at the time of application. Lease agreements must be no more than 45 days old.

3. For vehicles requiring a change of address on DMV registration (60-day max permit)

4. College students with vehicles registered elsewhere: permit will be issued each semester and require a student ID, current class schedule and items #1-3 listed under Required Documentation.

5. For construction or repair work: permits are issued based on the contract or work order between the resident and contractor, on a case-by-case basis.

ONLINE PERMITS

TEMPORARY 24-HOUR PRINTABLE PERMITS ARE AVAILABLE TO REGISTERED RESIDENTS

10 PERMITS MAX PER MONTH, PER ADDRESS

Visit www.sacpark.org to register