

# Online Residential Parking Permits

## First-time users:

1. Click on "Click to Sign-up"

ONLINE RESIDENTIAL PARKING PERMITS

Sign In

All citations belonging to the resident must be cleared prior to using online service.

Possession of valid Residential Permit and e-mail account required to use online service.  
([How to apply for a Residential Permit](#))

First time using online service? [Click to sign-up](#)

Login using your last name and online account number or current valid permit. ([Where is this?](#))

Account Number	Residential Permit Number
Account Number: <input type="text"/>	Residential Permit Number: <input type="text"/>
Last Name: <input type="text"/>	Last Name: <input type="text"/>

Login

[Forgot Account Number](#)

2. Enter your Permit Number and last name:

- a. Permit numbers are on the upper left hand corner of your Vehicle Permit (sticker) or Visitor Permit (placard)
- b. Enter the last name of the resident the permit is registered to
- c. Click on **Next**

New User

Enter one of your previous permit numbers using only the number part of the permit (ex. 1056) and your last name.

Residential Permit Number:

Last Name:

Next Cancel



3. Enter your email address:

New User

Enter your email address. This is required in order to activate your account.

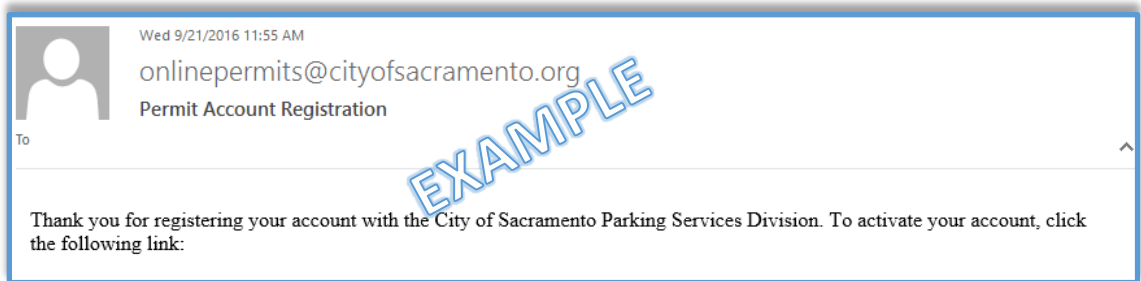
\*Email Address:

\*Confirm Email:

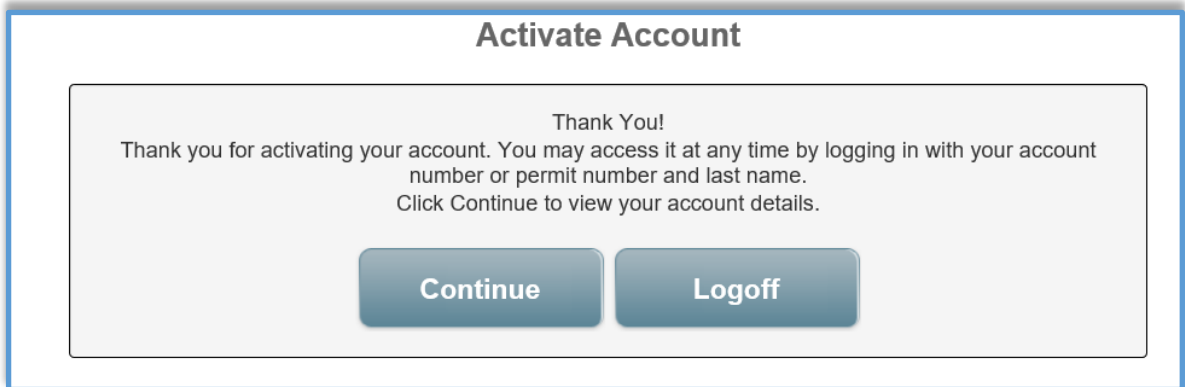
Next Previous Cancel

# Online Residential Parking Permits

4. You will receive an email to verify your online account. The link deactivates 2 days from the date the email is sent. The email address will be from [onlinepermits@cityofsacramento.org](mailto:onlinepermits@cityofsacramento.org) **Please check your junk or clutter box if you do not see it.** Please make note of the account number assigned to you as you will need this to log into the system for future orders.



5. Once you click on the link in the email you will be redirected to the Activate Account Screen. Click "Continue":



# Online Residential Parking Permits

## 6. Once you select "Continue", you will be directed to "Account Details".

- To register your guest's vehicle, click "[Register New Vehicle](#)".
- Enter your guest's vehicle information, then click **Submit**
- For vehicles without license plates, enter the last 5 digits of the VIN in the License Plate field.

### Account Details

**Contact Information**

Vehicle and visitor permits will be mailed to this address. All 24-hour temporary permits must be printed by the user.

03 TEST

Property Address:  Mailing Address:

Account Number:  SACRAMENTO, CA, 95811-

If this address is no longer valid please [register for a new residential permit](#).

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**Registered Vehicles**

List only vehicles registered to permit address.

	Plate	State	Make	Model	Color	Unpaid Citations
<a href="#">Delete</a>	NONE	CA				\$0.00

[Register New Vehicle](#)

**Request Permit** **Logoff**

### Register Vehicle

Enter information of vehicle requiring a permit

\*License Plate:

\*License State:

\*Make:

Model:

Color:

**Submit** **Cancel**

\* = Required Field

Click **Submit**. The system saves this information as a convenience feature for future orders

### Registered Vehicles

List only vehicles registered to permit address.

	Plate	State	Make	Model	Color	Unpaid Citations
<a href="#">Delete</a>	12345A	CA	FORD	MUSTANG	RED	\$0.00
<a href="#">Delete</a>	NONE	CA				\$0.00

[Register New Vehicle](#)

**Request Permit** **Logoff**

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7. After vehicle information is saved, click “Request Permit” and complete all the form fields:
  - a. Type of permit
  - b. Start date (The end date will auto populate for 1 day after the start date)
  - c. Quantity (this will always be 1)
  - d. Select the which guest vehicle you need a permit for
  - e. Select “Add to Cart”

### Order

**Select Permits For Order**

This system is for Temporary 24-hour passes and will require the license plate number of the parked vehicle. All other Residential Permit types will be made available online at a later date.

All 24 hour temporary permits ordered online must be printed by user.

A maximum of 10 temporary permits may be printed per calendar month. Unused balances do not carry over. Expiration is 24 hours from the time the order is confirmed online.

**Printing and use of online permits constitutes your understanding and acceptance of Sacramento City Code Chapter 10.48, including violations and penalties for misuse of permits.**

Type:

Start Date:

End Date:

Permit Fee: \$0.00

Quantity:

Total: \$0.00

Select the vehicle this permit will be issued to.

	Plate	State	Make	Model	Color	Unpaid Citations
<input checked="" type="radio"/>	12345A	CA	FORD	MUSTANG	RED	\$0.00
<input type="radio"/>	NONE	CA				\$0.00

[Register New Vehicle](#)

Shopping Cart

Type	Fee	Count	Total	Vehicle	<a href="#">Remove All</a>
Order Total: <b>\$0.00</b>					

# Online Residential Parking Permits

10. Review your order, then click "Next":

### Order

**Select Permits For Order**

This system is for Temporary 24-hour passes and will require the license plate number of the parked vehicle. All other Residential Permit types will be made available online at a later date.

All 24 hour temporary permits ordered online must be printed by user.

A maximum of 10 temporary permits may be printed per calendar month. Unused balances do not carry over. Expiration is 24 hours from the time the order is confirmed online.

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Type:

Shopping Cart

Type	Start Date	End Date	Fee	Count	Total	Vehicle	Remove
24 HOUR TEMPORARY PERMIT - GUEST PASS	9/22/2016	9/22/2016	\$0.00	1	\$0.00	12345A	<a href="#">Remove All</a> <a href="#">Remove</a>

Order Total: **\$0.00**

11. Confirm order, then click "Submit Request". If the order is incorrect, click "Modify Order":

### Review

**Review Order**

Any changes to the order below must be made at this time by clicking on the Modify Order button. Once you click Submit Request your order cannot be changed.

Shopping Cart

Type	Start Date	End Date	Fee	Count	Total	Vehicle
24 HOUR TEMPORARY PERMIT - GUEST PASS	9/22/2016	9/22/2016	\$0.00	1	\$0.00	12345A

Order Total: **\$0.00**

# Online Residential Parking Permits

## 12. Order Summary and Confirmation Page:

- Permit should be printed and placed on the dashboard of the guest vehicle in a visible area and in a manner that does not cover the VIN
- Permits ordered **more than 24 hours** in advance will be recognized by Enforcement License Plate readers, therefore will not require the printing of the pass unless desired.

### Order Summary

**Thank you for your purchase!**

Your order number is **201600681**

**IMPORTANT:** Print this receipt for your records.

A summary of your order, including a link to print the permit, has been emailed to you.

Temporary permits are available 24 hours from the date and time they are purchased.

**Permit must be displayed on dash**

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**Contact Information**

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03 TEST

Property Address Mailing Address

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**Order Summary**

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Transaction ID: 0  
Date/Time: 9/21/2016 5:13:46 PM  
Payment Method: FREE  
Credit Card Authorization Number: FREE

Temporary Permit Numbers: 1000008-24GP

Click the Print button to print your permit.

<b>Order Number</b>		<b>Purchase Date</b>			<b>Purchase Total</b>				
201600681		9/21/2016			<b>\$0.00</b>				

Type	Start Date	End Date	Fee	Count	Total	Status	Status Date	Vehicle	Printing
24 HOUR TEMPORARY PERMIT - GUEST PASS	9/22/2016	9/22/2016	\$0.00	1	\$0.00	Completed	9/21/2016	123-5A	<a href="#">Print</a>

Order MoreAccount DetailsLog Off

# Online Residential Parking Permits

## 13. Here is what your permit will show:

- Permit number
- Plate Number
- Valid Date
- Order details (date and time of order)

City of Sacramento  
TEMPORARY PERMIT

<b>SacPark</b> VAND TOUR SPOT	Permit Number	1000008-24GP	
	Plate Number	12345A CA	
	Valid Date	9/22/2016 - 9/22/2016	
	Purchase Information		
Date	Time	Order No.	Print Date
9/21/2016	7:13 PM	201606081	9/21/2016

Valid for 24 hours from the time reflected above  
Place this permit on the driver's side of the dashboard - This side up and visible

**WARNING**  
FAILURE TO PROPERLY DISPLAY THIS PERMIT MAY RESULT IN A CITATION  
\*\* DO NOT DUPLICATE UNDER PENALTY OF LAW \*\*

14. You will also receive an email with all the permit information, including an option to print the permit.

**License plate number on the Temporary Permit must match the vehicle it is displayed on. A parking citation may be issued for a Temporary Permit not displayed in the correct vehicle.**

## LOGGING BACK INTO ACCOUNT FOR FUTURE ORDERS:

- Visit [www.sacpark.org](http://www.sacpark.org) and click on **Parking Permits** from the left-hand menu.
- Click on the drop-down menu for Residential Parking Permits and choose **24-Hour Temporary Parking Permits**. The link to the portal is available on that webpage.
- Log into the system using the account number you received in your initial registration email or the permit number on either your Vehicle or Visitor Permit.