

## Available Delivery & Pick-up Options

### IN-PERSON:



Photo: Nick Merrick © Hedrich Blessing

Visit the New City Hall Revenue Division with the required permit documentation and receive your permit(s) immediately! This option is available for new, renewal or replacement permits.

A valid picture ID is required from each applicant.

Note: Renewal permits are available for pick-up beginning the month the current permit expires.

*Please call 916-808-5110 or visit [www.sacpark.org](http://www.sacpark.org) for office hours*

### BY MAIL OR FAX:



This option is only available for renewal or replacement permits. **Requests must include the permit application with copies of the required documents.**

**Replacement permits:** \$5 per permit required

**Renewal permits:** Please submit documentation at least **35 days** prior to the current permit expiration date.

**Note:** *Renewal permits are only available for pick-up or mailing during the month the current permit expires.*

*Mail delivery is subject to the US Post Office service in your area.*

If you do not receive your permit via mail within 5 calendar days after the permit expiration date, please call 916-808-5354 or visit the Revenue Division with copies of what you mailed or faxed in case your documentation was not received by our office.

Revenue Services Division  
915 I Street, Room 1214  
Sacramento, CA 95814

FAX: 916-808-1935 (include cover page)

**Permit application and regulation information available online at [www.sacpark.org](http://www.sacpark.org) or by visiting the Revenue Division office.**



**City of Sacramento  
Revenue Services Division  
915 I Street, Room 1214  
Sacramento, CA 95814**

All permits valid within three (3) city blocks of the address for which they are issued in your permit area only. Be sure the bottom of the posted sign reads: "Except with \_ Permit". Permits may not be used for commuter purposes.

### For Information or Assistance Call:

Permit Information	916-808-5354
Department of Motor Vehicles	800-777-0133
Citation Inquiries (Revenue Division)	916-808-8500
Pay Citations By Phone	888-266-1314
Parking Enforcement	916-264-5011
After Hours Parking Enforcement	916-264-5011
City Code Enforcement Division (To report abandoned vehicles)	916-264-5011
Revenue Division Office Hours	916-808-5354
Online Citation Services and General Parking Information	<a href="http://www.sacpark.org">www.sacpark.org</a>

*Updated March 2015*

## Residential Parking Permits

Vehicle

Visitor

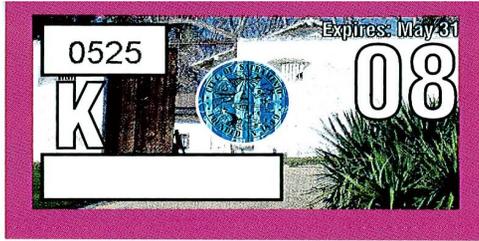
Temporary



## Informational Guide For Residents

## Sacramento City Code 10.48

# Vehicle Permit



Adhere this permit sticker to the rear driver's side bumper. Motorcycles adhere to left front fork.

## Required Documentation (all items required):

1. **Current California DMV registration** reflecting resident's name and the address where the residential permit will be registered. Local post office box is acceptable only with proper proof of residency address (*see required item #2*).
2. **Proof of residency:** Entire current bill (last 45 days—utility, phone or cable), bank statement or insurance declaration page. Property owners may submit current property tax statement. Name and address on proof must match the DMV registration. Local post office box is acceptable with proper proof of address reflected on the bill or statement.
3. **Valid ID** (Driver's License/Passport) for each applicant
4. No Outstanding Parking Violations

## BUSINESS OWNERS:

Current DMV vehicle registration of the business vehicle(s) and a current utility bill (last 45 days). Both documents must reflect the business name and address where the permit will be registered.

## LEASED OR COMPANY VEHICLES:

Current DMV registration, Proof of Residency (*see #2 above*) and a completed Company Vehicle Verification Form. (*Available at [www.sacpark.org](http://www.sacpark.org)*)

## MILITARY PERSONNEL:

If you are on active duty and your vehicle registration will not change, bring your military ID card, Proof of Residency (*see #2 above*) and DMV registration.

**NOTE: Non-motorized vehicles (such as trailers) are not eligible for parking permits.**

# Visitor Permit



Place this permit on the driver's side of the dashboard

## Required Documentation (all items required):

1. **Proof of residency:** Entire current bill (last 45 days— utility, phone or cable), bank statement or insurance declaration page. Property owners may submit current property tax statement. Proof must reflect resident's name and address where the residential permit will be registered. Local post office box is acceptable with proper proof of address reflected on the bill or statement.
2. **Valid ID** (Driver's License/Passport) for each applicant

**NOTE: Business owners are not eligible for Visitor permits**



## Why did I only get a Visitor or Temporary Permit when I also applied for a Vehicle Permit sticker?

1. You don't own a vehicle or are unable to show proof of DMV registration reflecting that your vehicle is registered to the address where you live
2. You did not submit proper Proof of Residency so only a Temporary may be issued at this time
3. DMV renewal notices or insurance ID cards are not acceptable forms of proof

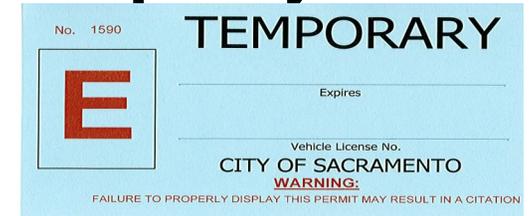
**IT IS YOUR RESPONSIBILITY TO RENEW PERMITS ON TIME.**



**EXPIRATION DATE IS PRINTED ON THE PERMIT**

**[www.sacpark.org](http://www.sacpark.org)**

# Temporary Permit



Place this permit on the driver's side of the dashboard.

## SOME RESTRICTIONS MAY APPLY

## Required Documentation (all items required):

1. **Current Signed Lease, Rental Agreement, Proof of Property Ownership or Residency**
2. **Valid ID** (Driver's License/Passport) for each applicant



## What are Temporary Permits issued for?

1. When outstanding parking citations need to be cleared (up to 60 days).
2. When Proof of Residency is not available at the time of application for permits (7-10 days).
3. Vehicles requiring a change of address on DMV registrations (up to 45 days).
4. New vehicles awaiting registration documents from DMV (up to 45 days).
5. College student vehicles registered elsewhere. *Student ID, current class schedule, Proof of Residency, and DMV registration required.* **(Must be renewed every semester by student)**
6. Short-term visitors, social gatherings, home healthcare workers or repair/maintenance persons when additional parking is required. (Determined case-by-case)
7. Construction or repair work in a residential area. Work order or contract between resident and contractor required for proof.

**NOTE: If a Temporary permit was issued due to lack of required items, resident must reapply for the proper permit with the required items before permit expires.**