IN-PERSON: 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 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.

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.

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

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

Permit application and regulation information available online at www.sacpark.org or by visiting the Revenue Division office.

Sacramento City Code 10.48

Updated March 2015
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. Property 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.

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)

**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.

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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. Property 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

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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

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

**EXPIRATION DATE IS PRINTED ON THE PERMIT**

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**SOME RESTRICTIONS MAY APPLY**

**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.