

# 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. to 4:30 p.m. (excluding City holidays)

Dear Resident:

If you are applying for a **new** permit, please complete this form and visit the New City Hall Revenue Division at 915 I Street, Room 1214 Sacramento, CA 95814 to obtain your permit immediately. **Renewal** permits may be requested either in-person or by mail. Renewal permits are not available for pick-up or mailing until the first day of the current permit expiration month.

**Important messages:**

- A. If you wish to apply in-person, you will receive a permit immediately upon submission of the required documentation. For mailed renewal requests, please mail requests at least 35 days prior to permit expiration.
- B. If you do not have the proper documentation, you will be issued a Temporary permit **and proper documentation must be provided by you prior to the expiration of your Temporary permit.**
- C. There is only one (1) visitor permit issued per household
- D. *Failure to attach the required documents will cause delay or denial of the permit. Prior to the issuance of any Residential Permits, all outstanding parking tickets must be paid.*
- E. If renewing by mail, all documents will be returned with the permits

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| <input type="checkbox"/> <b>VEHICLE PERMIT STICKER</b><br>(CHECK BOX IF APPLYING FOR THIS PERMIT)  | <input type="checkbox"/> <b>VISITOR PERMIT PLACARD</b><br>(CHECK BOX IF APPLYING FOR THIS PERMIT)   |
| <ul style="list-style-type: none"> <li>✓ <b>CURRENT DMV REGISTRATION:</b> Registration copy reflecting my name and address where the permit will be registered. <b>RENEWAL NOTICES OR INSURANCE ID CARDS ARE NOT ACCEPTED. One sticker issued for each valid DMV registration copy submitted.</b></li> <li>✓ <b># OF DMV REGISTRATION FORMS SUBMITTED</b> _____</li> <li>✓ <b>PROOF OF RESIDENCY:</b> Entire current (last 45 days) copy of utility bill, phone bill, cable bill, bank statement or insurance declaration page reflecting resident's name and address where the permit will be registered. Property owners may submit a copy of current tax statement</li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>PROOF OF RESIDENCY:</b> Entire current (last 45 days) copy of utility bill, phone bill, cable bill, bank statement or insurance declaration page reflecting resident's name and address where the permit will be registered.</li> </ul> |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>I AM APPLYING FOR A (SELECT ONE):</b><br/> <input type="checkbox"/> NEW PERMIT<br/> <input type="checkbox"/> RENEWAL PERMIT         </div>  |   |
| <b>I AM A (MUST SELECT ONE):</b> <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> BUSINESS OWNER<br><i>(only eligible for Vehicle Permit)</i>  |   |
| I HAVE ENCLOSED THE <b>REQUIRED</b> DOCUMENTS AND UNDERSTAND THAT <b>INFORMATION IS SUBJECT TO VERIFICATION</b> _____<br><div style="text-align: right;"><i>Initials</i></div>   |   |

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|---|----------|
| RESIDENT NAME (FIRST & LAST):                                       | PHONE #: |
| STREET ADDRESS:   |          |
| CITY, STATE AND ZIP CODE:   |          |
| LIST NAMES OF ADDITIONAL HOUSEHOLD MEMBERS/ROOMMATES WITH VEHICLES: |          |

It is a violation of the **Sacramento City Code (SCC) 10.48.150** 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.

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| Signature _____ | Date _____ | <b>PERMIT AREA</b><br><div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> |
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