

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.



RESIDENTIAL PARKING PERMITS

CITY OF SACRAMENTO
REVENUE SERVICES DIVISION
915 I STREET, ROOM 1214
SACRAMENTO, CA 95814
PHONE: (916) 808-8500
FAX: (916) 808-1935

City of
SACRAMENTO

RESIDENTIAL PARKING PERMITS

- ◇ VEHICLE
- ◇ VISITOR
- ◇ TEMPORARY

Informational Guide for Residents



WWW.SACPARK.ORG

WHAT IS A RESIDENTIAL PARKING PERMIT?

Residential parking permits are regulated under Sacramento City Code 10.48, which allows residents and their visitors parking exemptions from meter payments and posted time restrictions. There are three different types of permit: Vehicle, Visitor and Temporary.

HOW TO USE YOUR RESIDENTIAL PERMIT:

- Only park within three (3) blocks from the address to which the permit is registered **and** where posted signage reflects your permit area (see picture example below)
- Do not park on streets beyond the 3-block boundary, regardless if the signs reflects your permit area. Vehicles that do will be subject to a parking citation.
- Display Vehicle Permit on the driver's side dashboard or adhere to the left rear bumper. All other permit types must be placed on the driver's side dashboard or left front fork of motorcycle. **The permit does not exempt any vehicle during prohibited hours at "No Parking" signs such as for City Services, traffic lanes or any other posted restrictions.**
- *A permit does not guarantee nor reserve an on-street parking space within the designated parking area.*

**Be sure the bottom of the posted sign reads:
"Except with _ Permit"**



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