



## TEMPORARY RESIDENTIAL PERMIT APPLICATION



WEBSITE: [www.SacPark.org](http://www.SacPark.org) ▪ PHONE: 916.264.5011 ▪ FAX: 916.808.1935

Please visit [www.sacpark.org](http://www.sacpark.org) for current Customer Service Counter hours. The Counter is located in the New City Hall Revenue Division.

This form and documentation may be submitted via email to [ParkingCSR@cityofsacramento.org](mailto:ParkingCSR@cityofsacramento.org), in-person, or by mail.

**Proper documentation is required for permit issuance**

**New City Hall, Revenue Division**

**915 I Street, Room 1214**

**Sacramento, CA 95814**

### IMPORTANT MESSAGES:

- A. Applying in-person: Permit will be issued during visit upon verification of required documentation. Permits by mail: Please expect to receive your permit in approximately 10 business days from the date of submission.
- B. Temporary permits are limited to three (3) permits per household. If more permits are needed, please call 916-264-5011 or email [ParkingCSR@cityofsacramento.org](mailto:ParkingCSR@cityofsacramento.org) to place your special request. **Please note that simply placing a request does not guarantee a permit.**
- C. Parking Services reserves the right to limit the extension period of permits.
- D. Current residents: Online 24-hour Temporary Permits are available at [www.sacpark.org](http://www.sacpark.org). Requires account registration and possession of a valid Vehicle or Visitor Permit.

### REQUIRED DOCUMENTATION:

- ✓ **DRIVER'S LICENSE** and
- ✓ **PROOF OF RESIDENCY:** Copy of current utility bill, phone bill, cable bill, bank statement from the last 45 days or insurance declaration page reflecting resident's name and address where the permit will be registered.

**OR**

- ✓ **CURRENT LEASE AGREEMENT**

### I AM A (MUST SELECT ONE):

- ☐ PROPERTY OWNER
- ☐ TENANT
- ☐ BUSINESS OWNER

**# OF PERMITS REQUESTED:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **TO END DATE:** \_\_\_\_\_

I HAVE ENCLOSED THE **REQUIRED** DOCUMENTS AND UNDERSTAND THAT **INFORMATION IS SUBJECT TO VERIFICATION** \_\_\_\_\_

*Initials*

RESIDENT NAME (FIRST & LAST):

PHONE #:

STREET ADDRESS:

CITY, STATE AND ZIP CODE:

**\*REQUIRED\*** REASON FOR REQUEST:

It is a violation of the **Sacramento City Code (SCC) Chapter 10.48** 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.

**PERMIT AREA**

SIGNATURE:

DATE:

