

Salt Lake City Business Licensing  
451 S State Street, Room 225  
PO Box 145458  
Salt Lake City, UT 84114-5458



SLC Business License Number:  LIC _____
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## Application for Business Parking Permit

A Business Parking permit is designed for any vehicle affiliated with a business but does not qualify for a Freight Parking Permit. Any vehicle is eligible, but must be associated with business activity. Any businesses located out of Salt Lake City will be required to submit a copy of their valid business license with this application.

**Name of Business:** \_\_\_\_\_

**Location of Business:** \_\_\_\_\_

**General Description of the type of business conducted:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Business Primary Contact:** Each business must have a primary contact registered with the Salt Lake City Compliance division. Contact phone number must be as direct as possible.

\_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Direct Phone Line) (Email)

\_\_\_\_\_  
(Signature) (Date)

**Total number of Business Parking Permits requested;** \_\_\_\_\_.

All Parking Permit fees will be added with your other business license fees identified on your license application or license renewal. Out of city businesses will be charged \$500.00 per permit and a non-city base fee of \$159.00. Please follow through with the Compliance Division by calling (801) 535-6584.

**Vehicle Information:** Please provide vehicle information for each vehicle requiring a Business Parking Permit. (Type or print legibly, add additional sheets if necessary)

	Year	Make	Body Style	Plate Number	State
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

*In order to complete the Business Parking Permit process your vehicle must be in the system. You have to complete the process or your vehicle could be cited and you could be liable for any parking violations. Please contact David Tola at 801-535-6584 to have your vehicle added as soon as possible. Salt Lake City shall not be responsible for any delays or fines.*



## **ATTENTION** **FREIGHT PARKING PERMIT HOLDERS**

**Salt Lake City Ordinances for Freight Parking Permits have changed, please read carefully.**

Dear Business Owner,

Effective September 1, 2015, Freight Parking permits will ONLY be granted to commercial vehicles meeting the requirements set forth in 12.56.330:

### **12.56.330: FREIGHT CURB LOADING ZONES:**

A. For purposes of this section, a vehicle shall be considered a commercial vehicle if it is:

1. A motor truck;
2. A station wagon or a van permanently modified to carry no more than three seated passengers; or
3. A motor vehicle whose business name is permanently displayed on both sides of the vehicle in, at a minimum, two inch lettering.

If your business requires Freight Parking permits, please submit a new Freight Parking permit application. A city inspector will inspect all vehicles to ensure compliance with the above requirements. Freight Parking permit fees are \$81.00 per vehicle and are valid for the term of the business license. (1 year)

### **NEW: Business Parking Permit**

Any valid business is eligible to purchase a *Business Parking* permit. This permit is designed for vehicles affiliated with a business but do not qualify for a freight parking permit. A Business Parking permit allows a vehicle to occupy a parking space without paying any parking meter fees. All other applicable rules and time limits apply. Business Parking permits can be purchased through the business license office. Business Parking permit fees are \$500.00 per vehicle and are valid for the term of the business license. (1 year).

### **Businesses outside of Salt Lake City:**

If your business is located outside of Salt Lake City proper, there will be a \$159.00 non-city base fee as well as the applicable permit fee. A copy of your valid business license is required with your application.

Applications for both the *Freight Parking* permit and the *Business Parking* permit have been included with this letter. The application process for each of the parking permits may take up to 30 days to complete.

**Parking permits are non-transferrable and parking permit fees are not prorated.**

*For questions, please email [business.license@slcgov.com](mailto:business.license@slcgov.com) or call our office at (801) 535-6644*

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