

## SALT LAKE CITY PERMIT PARKING PROGRAM

### INSTRUCTION SHEET FOR CITY PERMIT PARKING PROGRAM APPLICATION FORM

#### **\*FOR RESIDENTS\***

The parking permit application form is for use by residents or employees or students who live or work or attend school on a permanent basis within the designated permit parking area and desire to obtain "Regular" permits (Regular permits are to a specific resident vehicle). Permits may be obtained by mail. Payment must accompany permit the permit application. An application form must be completed for each permit requested. If requesting more than one permit, make check or money order for the total amount. Make check/money order payable to Salt Lake City Corporation. Please do not mail cash. If approved, City Parking Permits plus Guest Permits if applicable will be returned to applicant by mail. Mail completed forms to:

SALT LAKE CITY CORPORATION  
TRANSPORTATION ENGINEERING  
349 SOUTH 200 EAST, SUITE 150  
PO BOX 145502  
SALT LAKE CITY, UTAH 84114-5502  
PHONE: (801) 535-6630

Permits may also be obtained in person at the Division of Transportation office on weekdays from 8:00 a.m. to 4:30 p.m.

#### **Line by Line Instructions**

**Line 1 NAME:** Print name of principal resident corresponding with proof of residency (refer to line 6 below) and corresponding with vehicle ownership/control requirements (refer to line 7 below). Only one person need complete and sign each application form.

**Line 2 PERMIT ADDRESS:** Print street address of residence located within the permit parking area (PLEASE INDICATE APARTMENT NUMBER IF APPLICABLE)

**Line 3 and 4:** (Self Explanatory)

**Line 5 TYPE OF PERMIT REQUESTED:** Check appropriate box

**Line 6 PROOF OF RESIDENCY:** Choose one of the following options and attach copy (s) of the same:

1. TWO current light/gas/phone/water bills from different utilities bearing name and address corresponding with permit application.
2. Current formal rental or lease agreement bearing name and address corresponding with permit application. (rent receipts cannot be accepted)
3. Salt Lake County notice of property valuation & tax change or property valuation & tax notice receipt bearing name and address corresponding with permit application.

(continued - reverse side)

**Line 7 PROOF OF VEHICLE REGISTRATION AND OWNERSHIP/CONTROL:** Attach a copy of valid vehicle certificate of registration issued by a state DMV bearing the NAME corresponding with the permit application.

1. If the vehicle registration does not bear applicant's name, then ONE of the following vehicle options must be furnished in addition to the registration certificate:

- a. Copy of vehicle lease or rental agreement corresponding with name listed on permit application.
- b. A statement from registered owner of vehicle assigning use to applicant on a long term basis.

**Line 8 DRIVER'S LICENSE:** Attach a copy of a Valid Driver's License issued by a state DMV. ID or Student cards will not be accepted.

**Line 9 FEE: Fees vary.** Regardless of date purchased, area CPP permits expire on the same date. If less than a full year remains from date of purchase to area date of expiration, permit fee may be pro-rated in quarterly increments. Check with the CPP Coordinator for details.

**Line 10 "STATEMENT OF UNDERSTANDING":** Please read thoroughly.

**Line 11 "APPLICANT SIGNATURE AND DATE":** Please sign and date the form.

**For questions concerning the City Permit Parking Program, please call (801) 535-6630 during business hours.**

(Revision 07/17)