

SALT LAKE CITY PERMIT PARKING (CPP) PROGRAM

INSTRUCTION SHEET FOR PARKING PERMIT APPLICATION FORM

BUSINESS OWNER/EMPLOYEE OR NON-PROFIT ORGANIZATION/EMPLOYEE

For a faster turnaround time, you may apply online through the Citizen Access Portal.

<https://aca-prod.accela.com/SLCREF/Default.aspx>

You will need to “Register for an Account” and “Login” before it will give you the option to “Apply for a City Parking Permit.” You may upload and submit the same documentation requested through the database.

The parking permit application form is for use by the owner (or employee) of a licensed business operating within the designated permit area OR by a bonafide non-profit organization (or employee) established within the designated permit area desiring to obtain a “Regular” permit (Regular permits are issued to a specific vehicle). If mailing in an application, payment must accompany the permit application. Make check/money order payable to Salt Lake City Corporation. **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
DIVISION OF TRANSPORTATION
349 SOUTH 200 EAST, SUITE 150
PO BOX 145502
SALT LAKE CITY, UTAH 84114-5502
Phone (801) 535-6630

Line by Line Instructions:

Line 1 NAME: Print name of the business owner (or employee) OR director of the non-profit organization (or other employee) applying for a permit.

Line 2 PERMIT ADDRESS: Print street address of the business OR the non-profit organization (or the property/parcel owned by the organization) that is located within the permit area.

Lines 3, 4 and 5: Self Explanatory

Line 6 TYPE OF PERMIT REQUESTED:

- A. Check BUSINESS OWNER/EMPLOYEE OR NON-PROFIT ORGANIZATION/EMPLOYEE
- B. Fill in the mailing address of the business OR the non-profit organization in the space provided.

Line 7 PROOF OF RESIDENCY/PROPERTY OWNERSHIP OR PROOF OF BUSINESS/NON-PROFIT ORGANIZATION LOCATED WITHIN THE PERMIT AREA:

Choose A, B, C or D below, whichever is applicable.

A. For Business Owner:

- 1. Attach a copy of current business license (Salt Lake City Certificate of License)

B. For Business Employee:

- 1. Attach a copy of current business license (Salt Lake City Certificate of License) of establishment where applicant is employed.
- 2. Attach a signed statement from the owner attesting to the fact that applicant is a bonafide employee of the business.

C. For Non-Profit Organization

1. Attach a copy of Salt Lake County Notice of Property Valuation and Tax Change OR a copy of two current utility bills bearing the name of the organization.
2. Attach a signed statement from the director, clergyman, or other responsible person serving in a supervisory capacity within the organization attesting to the fact that permit vehicle is used primarily for organization business.

D. For Non-Profit Organization Employee:

1. Attach a copy of Salt Lake County Notice of Property Valuation and Tax Change OR one copy of two current utility bills bearing the name of the organization.
2. Attach a signed statement from the director, clergyman, or other responsible person serving in a supervisory capacity within the organization attesting to the fact that applicant is a bonafide employee of the organization.

Line 8 PROOF OF VEHICLE OWNERSHIP/CONTROL: Attach a copy of valid vehicle certificate of registration issued by a state DMV bearing name corresponding with permit application. If the vehicle registration certificate does not bear applicant's name, one of the following must also be furnished (in addition to the registration certificate):

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

Line 9 DRIVER'S LICENSE: Attach a copy of a Valid Driver's License issued by a state DMV for the permit applicant. ID or Student cards will not be accepted.

Line 10 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 11 "STATEMENT OF UNDERSTANDING": Please read thoroughly.

Line 12 "APPLICANT SIGNATURE AND DATE": Please sign and date the form.

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