



RESIDENTIAL PERMIT PARKING APPLICATION

200 East Santa Clara Street, San Jose, California 95113
 (408) 535-3850 Fax (408) 292-6090 E-mail Address: DOTPermits@sanjoseca.gov
 Online at: http://www.sanjoseca.gov/index.aspx?nid=3410

Select Applicable Permit Parking Zone (Fee \$35):

ANY REPLACEMENT FEE OF \$35 IS NON-REFUNDABLE

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Cahill Park | <input type="checkbox"/> Horace Mann |
| <input type="checkbox"/> Century/Winchester | <input type="checkbox"/> Santana |
| <input type="checkbox"/> Civic Center | <input type="checkbox"/> Sherman Oaks |
| <input type="checkbox"/> College Park | <input type="checkbox"/> S.U.N |
| <input type="checkbox"/> Delmas Park | <input type="checkbox"/> University |

Select Applicable Permit Parking Zone (Fee \$0):

ANY REPLACEMENT FEE OF \$35 IS NON-REFUNDABLE

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Autumn /Montgomery | <input type="checkbox"/> St. Leo's |
| <input type="checkbox"/> Berryessa | |
| <input type="checkbox"/> Garden/Alameda | |
| <input type="checkbox"/> Market/Almaden | |
| <input type="checkbox"/> Parkside | |

Required Documentation:

- Completed application
- Valid Photo Identification
- Proof of Residency
- Current DMV Registration
- Non-Resident Owner

(1) Last Name _____ First Name _____ Middle _____

(2) Last Name _____ First Name _____ Middle _____

Address (Must be in Residential Permit Parking Area) _____ Unit # _____ Zip Code _____

Mailing Address (if different from above OR Non-Resident owner) _____ Unit # _____ Zip Code _____

Phone Number (Home) _____ Phone Number (Work) _____ Phone Number (Cell) _____ Email Address (optional) _____

PLEASE SELECT THE TYPE AND AMOUNT OF PERMIT(S): STAFF WILL ASSIGN PERMIT NUMBER(S)

RESIDENTIAL STICKER PERMITS →(Copy of current DMV registration is required for each vehicle)←

Permit #	Permit Fee \$	Owner Of Vehicle	Year & Make of Vehicle	License Plate #
<input type="checkbox"/> R	\$			
<input type="checkbox"/> R	\$			
<input type="checkbox"/> R	\$			
<input type="checkbox"/> R	\$			

RESIDENTIAL GUEST PERMIT

Permit #	Permit Fee \$
<input type="checkbox"/> G	\$
<input type="checkbox"/> G	\$
TOTAL AMOUNT	\$

<p>Office Use Only: Approved by: _____</p> <p><input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement</p> <p>Transaction Date: _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Check <input type="checkbox"/> No Fee</p> <p>Total Amount: \$ _____</p>

PLEASE READ THE POLICIES AND INSTRUCTIONS ON THE BACK OF THIS PAGE AND SIGN BELOW

All residential parking permits are non-transferable. Selling, transferring, duplicating, and/or unauthorized distribution of permits is strictly prohibited. I have received, read, and understood the attached written instructions. I certify under penalty of perjury that the statements contained herein are true and hereby agree to comply with all the terms of the Residential Permit Parking Program.

(1) Signature: _____

Date: _____

(2) Signature: _____

Date: _____

INSTRUCTIONS FOR RESIDENTIAL PERMIT PARKING

- To apply for permits, mail, or bring in the documents to the address below. Permits are issued from 8:00 A.M. to 5:00 P.M., Monday through Friday, except on legal holidays. Permit applications submitted after 5:00 P.M. will not be processed until the following business day. If a field investigation is required, applications may take up to 10 business days to process. To apply or renew you must have all of the following requirements or the application will not be accepted:

• Completed Application

• Valid Photo Identification

• Proof of residency within the designated permit parking area (*must be issued within 90 days).

Only the following documents will be accepted: Tenant Verification Form, Rental Contract, home telephone, utility bill, current vehicle registration, or current property tax bill.

• Rental Contracts are not accepted for S.U.N. and HORACE MANN.

• If applying for Residential Sticker Permit, current DMV registration for each vehicle is required.

• Payment in Check, Money order, Visa, American Express, or Mastercard is accepted.

- All applicants must be a resident or non-resident property owner in the designated permit parking area. Businesses must use a separate business permit parking application form. The vehicle(s) must be currently registered to an occupant of the residence. Residents may obtain one (1) residential sticker permit per registered vehicle, except:
 - Cahill Park is not eligible to receive the residential sticker permits
 - Horace Mann and S.U.N. may only obtain three (3) residential sticker permits
 - Sherman Oaks may only obtain four (4) residential sticker permits
- A maximum of two (2) guest permit hangers is allowed per residential address (except Cahill Park). Cahill Park is allowed one (1) guest permit hanger per residential address. Permits are issued on a first-come first-serve basis.
- Non-resident property owners may obtain only one (1) guest permit hanger per zone, upon proof of ownership of property (**current property tax bill**) within a designated permit parking area. In addition, non-resident property owners must provide proof of residency (**see above proof of residency requirements**) at an address separate from the owned property.
- Permit expiration dates: **Permits expire on these dates regardless of when they are issued during the cycle.**

AREA	EXPIRATION DATES	AREA	EXPIRATION DATES
Cahill Park	January 31st of every ODD year	Horace Mann	September 30th of EVERY year
Century/Winchester	December 31st of every ODD year	Santana	November 30th of every ODD year
Civic Center	October 31st of every EVEN year	Sherman Oaks	May 31st of every EVEN year
College Park	August 31st of every EVEN year	S.U.N	July 31st of EVERY year
Delmas Park	March 31st of every ODD year	University	August 31st of every ODD year
Autumn/Montgomery	December 31st of every EVEN year	Market/Almaden	February 28th of every EVEN year
Berryessa	December 31st of every ODD year	Parkside	January 31st of every ODD year
Garden/Alameda	November 30th of every EVEN year	St. Leo	February 28th of every ODD year

- If a permit is lost or stolen, there is a non-refundable replacement fee for each permit reported. The replacement fee will be waived only when a copy of a police report and case number is provided. All other requests for replacement of permits will assess the non-refundable fee.
- If a vehicle is sold or the applicant has moved, the residential parking permit must be removed and our office notified immediately. If a new vehicle is purchased, the old vehicle permit may be exchanged for a new one. Note: Residential permit cannot be issued for new vehicle until a DMV registration with license plate is provided. Temporary permit for a new vehicle is available upon request.
- The residential parking permit must be applied to the inside bottom left corner of the **rear window** and be visible to enforcement officers. For vehicles with tinted rear windows or obstructed by a camper shell, permit must be applied to the inside bottom left corner of the front windshield. The guest permit hanger must be displayed facing outward on the rearview mirror of the vehicle. **(For motorcycles: the residential permit must be applied to the front left fork of the motorcycle).**
- All permits must be prominently and properly displayed to be valid. Parking citations will be issued to any vehicle parking in a permit area without appropriate permit. The current minimum citation for a permit parking is set forth in the **Schedule of Parking Penalties**.
- Vehicles displaying residential parking permits are not exempt from complying with parking restrictions in other designated parking spaces, such as red zones, metered spaces, and other time restricted zones.
Vehicles with valid California handicap placards are exempt from residential parking permits.
- All residential parking permits are non-transferable. Selling, transferring, duplicating, and/or unauthorized distribution of permits is strictly prohibited.**
- The Director may revoke all permits and/or deny application for issuance or renewals of permits if individuals are found to provide inaccurate information, violate any conditions placed upon the parking permit and/or fail to comply with any provisions of San Jose Municipal Code Chapter 11.48.**