BUSINESS 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

Select Applicable Permit Parking Zone (Fee $35):

- Cahill Park
- Century/Winchester
- Civic Center
- College Park
- Delmas Park
- Horace Mann
- Santana
- Sherman Oaks
- S.U.N
- University

Select Applicable Permit Parking Zone (Fee $0):

- Autumn/Montgomery
- Berryessa
- Garden/Alameda
- Market/Almaden
- Parkside

Required Documentation:

- Completed application
- Proof of Business Location
- Business Tax Certificate
- Employee Directory/Listings

Name of Business
Number of Employees on Tax Certificate

Owner's Last Name
Owner's First Name

Business Address (Must be in a Permit Parking Area)
Zip Code

Phone (H)
Phone (W)
Email Address (optional):

BUSINESS PARKING INFORMATION

Number of permits requested
Average number of customers at the business at any one time
Number of off-street parking spaces
Maximum number of employees at the business at any one time

OFFICE USE ONLY:

( Check payable to City Of San Jose)

Total Amount: $___________  □Cash  □Check  □Credit

Approved By:_________________
Transaction Date:______________  Receipt #:______________

Number of Permits Issued
FEE $

Total Amount  $

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

All business 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.

Signature
Date

Signature
Date
INSTRUCTIONS FOR BUSINESS PERMIT PARKING

1. 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
   - Proof of business location at an address in the designated permit parking area (*provide one of these documents issued within the last 90 days: rental or lease contract, telephone or utility bill, or property tax bill:)
   - Current Business Tax Certificate
   - Current Employee Directory/Listing on Company Letterhead
   - Payment in cash, check, money order, visa, or mastercard is accepted. Between the hours of 8:00AM to 8:30AM and 4:30PM to 5PM, cash will not be accepted on the 1st floor; if paying cash on the 8th floor, only exact amount will be accepted.

2. All applicants must manage or own a business within the designated permit parking area.

3. Upon proper application of business owner or manager whose business is located adjacent to a street or portion of a street within a permit parking area, the Department of Transportation Director shall issue to the business owner employee parking permits based on the number of employees who require such permits. Each employee parking permit issued to a business owner shall be for the exclusive use of business owner and his or her employee(s). **San Jose Municipal Code Chapter 11.48.530a**

4. The determination of the appropriate number of employee parking permits to be issued to any one business owner shall be made by the Director, such number shall not exceed the lesser of the number of employees of the particular business or the number of employees identified on the business tax certificate for that business. **San Jose Municipal Code Chapter 11.48.530b**

5. Permit expiration dates: **Permits expire on these dates regardless of when they are issued during the cycle.**

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

6. The business owner to whom the employee parking permit is issued shall be responsible for retaining such permit upon departure of an employee for whom permit was issued. **San Jose Municipal Code Chapter 11.48.530c**

7. If a permit is lost or stolen, there is a replacement fee for each permit reported. The replacement fee will be waived when a copy a police report and case number is provided.

8. All business parking permit fees are non-refundable.

9. All permits must be prominently and properly displayed to be valid. The business permit hanger must be displayed facing outward on the rearview mirror of the vehicle. 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.**

10. 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.

11. All business parking permits are non-transferable. Selling, transferring, duplicating, and/or unauthorized distribution of permits is strictly prohibited.

12. 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.