



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
 Online at: <http://www.sanjoseca.gov/index.aspx?nid=3410>

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

ALL FEES ARE NON-REFUNDABLE

- 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):

ANY REPLACEMENT FEE OF \$35 IS NON-REFUNDABLE

- Autumn /Montgomery
- Berryessa
- Garden/Alameda
- Market/Almaden
- Parkside
- St. Leo's

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 _____

For Official Use Only :

Employee Parking Permits	Employee Parking Permits	Employee Parking Permits	Employee Parking Permits

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 be 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.**

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

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.