CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

TOW-AWAY PERMIT NO. : _____

DEPARTMENT OF TRANSPORTATION 200 E. SANTA CLARA STREET- 7TH FLOOR, SAN JOSE, CA 95113

Section A: Tow-Away Permit Applicant

Name: _____ Title: _____
Organization/Company: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Cell: _____ Email: _____
*** (Note: The person posting the signs must include his/her name and contact information on the posting log)**

Section B: Work Activity Information

1. **Describe the specific work activity(s) to be performed within the street right-of-way:**
   ☐ Construction/Maintenance ☐ Maintenance ☐ Event(s)
   _____
2. **City-issued temporary tow-away signs will be posted at the following location(s):**
   Street 1: _____ between _____ and _____
   Street 2: _____ between _____ and _____
   ☐ If work will be performed at multiple locations, check the box & attach a list of street locations.
   Total Number of Parking Metered Spaces (if any): _____ Meter Number: _____ _____
   Meter Number (cont.): _____ _____ _____ _____
   Meter Pole Number example: "ABC123" (this number is on the meter pole/head facing the street)
3. **The effective days, dates, and times to be shown on the face of tow-away signs are:**
   Effective Days: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.
   Effective Date(s): From: _____ To: _____
   Effective Hour(s): From: _____ To: _____
4. **Utility Job No. OR City Job No. and City Inspector Name/No.** : _____

Section C: Tow Away Permit Fee ($67 permit fee, $.82/sign plus tax, and if applicable, lost meter revenue is $8/day per Smart Meter*). *A Smart Meter is a meter that accepts credit card.

Total amount due: $_____ Total # of signs: _____

Section D: Permittee's Statement of Understanding

Effective July 1, 2021, when submitting a card payment, an additional non-refundable service fee of 2.4% will be collected by a third party (Wells Fargo Merchant Services) to cover transaction processing fees. To avoid this fee, payments can be paid in person with cash or check, or by mailing a check. Note: the City is not able to accept in-person payments when City Hall is closed to the public.

IF additional City Permits are required, approved Tow-Away Permit is ONLY VALID WITH approved City Permits. Permittee must pay for all costs associated with invalid tows.

I have read, understand, and agree to follow the attached instruction sheet entitled "TOW AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS". This Tow-Away permit is issued with the understanding that a fee covering lost revenue on metered spaces will be charged if meters are affected by the tow away zone. Additional fees for the removal and replacement of meter heads and poles may also be charged under separate cover (if applicable). **A copy of this permit must be displayed on all work vehicles parked within the tow-away zone.**

Applicant's Signature: _____ Date: _____

Section E: Department of Transportation Authorization

The City's Department of Transportation hereby grants permission to the applicant to post temporary Tow-Away/No Stopping signs for the dates, times, and locations indicated above in accordance with the "TOW AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS".

FOR STAFF USE ONLY

☐ Other City Permit Required
☐ Other City Permit Approved
☐ No Other City Permit Required
☐ Staff Confirmation: No Conflict

By: _____
Date: _____
On behalf of John Ristow, Director of Department of Transportation

PERMIT NOT VALID WITHOUT STAMP
(Stamp Here)

Revised 7/6/26

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

TOW-AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS

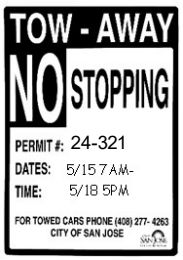
The following conditions apply to all tow-away permits issued by The Department of Transportation. **It is the sole responsibility of the Permittee to meet the conditions described herein.** Failure to meet these tow-away permit conditions will render the tow-away permit invalid and result in enforcement officers not responding to a tow request:

1. **Permittee shall not alter the signed permit application. Any alteration made to the permit will render it invalid, and will disqualify the permittee from receiving tow support.**
2. **Permittee shall post City-issued temporary tow-away signs in the permitted location(s). Signs must be posted <u>at least</u> forty-eight (48) hours in advance, but no more than seventy-two (72) hours in advance of when work will occur on the permitted street(s).** Permittee is responsible for maintaining their temporary tow-away signs throughout the duration of the effective dates listed on the permit. Failure to do so will render the temporary tow-away signs invalid. The Permittee will be responsible for all payment of any costs related to an illegal tow resulting from the Permittee's failure to post and maintain the temporary tow-away signs. The permit only authorizes Permittee to post and maintain temporary tow-away signs on the days, times, and exact locations identified on the face of the permit.
3. Permittee shall email a clear copy of the posting log sheet to DOTtowsupport@sanjoseca.gov **<u>AFTER</u> the tow-away signs have been posted.** This inbox is monitored from 8:00am-5:00pm, Monday-Friday. Failure to email the Tow-Away Permit Posting Log Worksheet will render the tow-away permit invalid and result in enforcement officers not responding to a tow request.

4. Permittee must clearly print the PERMIT NUMBER, TIME, DATES, and DAYS of actual work on EACH temporary tow-away sign prior to posting. Examples of completed temporary tow-away signs are shown below:

Consecutive days, same time everyday

Consecutive days, entire time



Weekends only, same time every day

Weekday only, 24hrs

5. **Permittee shall not alter, in any way, the temporary tow-away signs after verification by City staff member. Any alteration of verified displayed information includes erased, crossed-out, or otherwise removed.** Permittee understands that any temporary tow-away signs displaying incomplete information and/or altered information is rendered invalid and unenforceable. Permittee further understands that posting any temporary tow-away signs, other than City-issued tow-away signs, is not allowed and renders the signs invalid. Permittee may not post reproduced tow-away signs. Any invalid, unofficial, or unpermitted tow-away signs are subject to removal by the Department of Transportation.

6. Permittee shall only use string to attach temporary tow-away signs to meter pole(s)/head(s) and must be removed once the permit expires. Permittee may also mount tow-away signs on A-frame barricades. **Duct tape, wire, or other material that may damage the poles, meters, or tree guards may NOT be used to mount temporary tow-away signs.**

7. Permittee must post one sign for each metered space. In non-metered areas, the Permittee must post signs a minimum of every **50 feet** at a consistent height, unless poor visibility requires posting at shorter intervals. Permittee must also post a temporary tow-away sign at the beginning and at the end of the work area. All signs must be posted within 6 feet of the face of curb on the side of the street on which parking is to be restricted.

8. Permittee must remove all tow-away signs and fastening materials from poles and meters upon completion of work on the permitted street(s). Permittee shall pay for the repair of any damage caused to any public property to which the temporary tow-away sign was attached. Permittee shall pay the actual cost to the City of San Jose for removal of any signs the Permittee fails to remove. Failure to pay for the removal fees may result in the denial of future permit requests.

9. Permittee must remove any posted tow-away signs if work on any of the requested street(s) has been delayed or suspended for any reason and shall make good faith efforts to not unnecessarily restrict public parking.

10. In the event that the Department of Transportation approves the original permit for extension, Permittee shall post new temporary tow-away signs with the extended term in accordance with conditions 1-9 stated above. **Permittee must also email a revised posting log to Parking Compliance immediately after reposting new signs**.

11. Permittee shall be responsible for properly initiating all tows under the permit. A copy of the Tow Away Posting log sheet must have been emailed to the Parking Compliance Office at DOTtowsupport@sanjoseca.gov

12. Permittee may initiate a tow request by contacting the Parking Compliance Unit at (408) 534-2910 during the hours of 8:00am to 5:00pm M-F. All other times, call the non-emergency police number, (408) 277- 8900. Permittee MAY NOT contact a towing company directly, as law enforcement must issue the tow request.

13. When initiating a tow request, the Permittee shall provide the law enforcement officer with a copy of the permit along with the completed original Documentation in Support of Tow-Away form and a record of the time, date, and location of when the signs were posted, as well as the name of the person posting the signs. **Photocopies of signed declarations will not be accepted.**

14. The Permittee will indemnify and hold harmless the City from all damages, losses or claims arising out of or resulting from a tow initiated by Permittee pursuant to his/her tow-away permit. Permittee must pay for all costs associated with invalid tows.

15. The Department of Transportation reserves the right to revoke tow-away permits or revise the approved days, hours or street locations on any Tow Away permit application at any time.

16. Unless specifically stated on the permit, **this permit is not to reserve parking space(s) for personal use**. Only construction related vehicle(s) that are continuously used are allowed in the tow-away zone.

17. A valid copy of the Tow-Away permit must be clearly visible on the dashboard of all vehicles parked within a tow-away zone. **Absolutely no personal vehicles will be allowed to park within the tow-away zone.** Any personal vehicles parked within the restricted area regardless of displaying a valid Tow-away permit will be subject to a citation.

I acknowledge that I have read and understand the above "Tow-Away Permit Conditions and Posting Instructions":

***Applicant's Signature:** _____ **Date:** _____

Printed Name: _____ **Phone Number:** _____

Tow-Away Permit #: _____

****Applications without signatures are considered incomplete***