PROCEDURES FOR OBTAINING ONE DAY

SPECIAL EVENT SCRATCH-OFF HANG-TAG PARKING PERMITS

INSTRUCTIONS TO APPLICANTS

Ordering permits by phone and through the mail:

- If you have purchased residential parking permits within the previous or the current permit year you are eligible to order special event permits over the phone. **Or,** if you are a homeowner within a permit parking area, which we're able to verify through Ramsey County Taxation's on-line database, you are also eligible to order special event permits over the phone.
- Provide over the phone or in person the following information: name, address, phone number, and number of permits requested.
- Provide credit card information. (This information will not be kept on file anywhere, but will be shredded after processing your permit request.)
- Permits ordered over the phone are typically processed and mailed by the following day.
- **Call Traffic Operations at 651-266-9777 to order permits by phone**.

Obtaining permits in person:

- If you are not eligible to order permits by phone and receive them through the mail you may obtain special event permits **in-person** at the following location:

  Traffic Operations Building
  899 Dale Street North
  Phone: **(651) 266-9777**
  Hrs: 7:30 am - 4:30 pm, Mon.-Fri.

Bring picture ID showing proof of residency.

- Pay $1.00 for each Special Event Permit requested. Payment can be made by check, credit card, debit card, and cash in the exact amount. **Make checks payable to "City of St. Paul."**
- Complete application form with the following information: name, address, phone number, and number of permits requested. Be sure to read warning on bottom of form and sign the application form.
- Once you receive the hang-tags, **do not scratch-off date until you are ready to use the permit! See back of hang-tag for instructions.**