



# RESIDENTIAL PERMIT PARKING INFORMATION

Need this translated? Call us at 651-266-6100

¿Necesita esta traducción? Comuníquese con nosotros al 651-266-6100

Ma u baahan tahay tarjamadaan Naga soo wac 651-266-6100

Xav tau qhov no txhais los? Hu rau peb ntawm 651-266-6100

The City of Saint Paul has installed Residential Permit Parking in your neighborhood. Permit Area numbers are printed on the street signs and permits. Permits are only available to residents within the permit area, and all vehicles are subject to posted parking regulations. Vehicles without permits, or with Area numbers different from what is posted on the street sign, will be in violation.

These permits do not guarantee a parking spot. They allow the holder to park in the Permit Area.

For more information go to [www.stpaul.gov/ResidentialPermitParking](http://www.stpaul.gov/ResidentialPermitParking)

## HOW TO APPLY

NEW APPLICANTS	RENEWAL
<ul style="list-style-type: none"> <li>• <b>Must apply in person</b></li> <li>• <b>Proof of residency at permit address (one of the following):</b> <ul style="list-style-type: none"> <li>○ Driver’s license with current address</li> <li>○ Signed lease</li> <li>○ Utility bill with name and address</li> <li>○ Notarized statement from owner or current lease holder</li> </ul> </li> <li>• <b>Proof of vehicle ownership (one of the following):</b> <ul style="list-style-type: none"> <li>○ Vehicle title</li> <li>○ Vehicle registration</li> <li>○ Proof of current insurance</li> </ul> </li> <li>• <b>Vehicle information:</b> <ul style="list-style-type: none"> <li>make, model, year, color and license plate number</li> </ul> </li> <li>• <b>Payment – check, credit, cash</b> <ul style="list-style-type: none"> <li>○ Checks payable to: <b>City of St Paul</b></li> <li>○ Cash must be exact amount</li> <li>○ <u>Sorry, no money orders</u></li> </ul> </li> <li>• <b>Ownership of permits is non-transferrable</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Renewals may be in person or by mail</b></li> <li>• <b>Payment – check, credit, cash</b> <ul style="list-style-type: none"> <li>○ Checks payable to: <b>City of St Paul</b></li> <li>○ Cash must be exact amount</li> <li>○ <u>Sorry, no money orders</u></li> </ul> </li> <li>• <b>Please mail in or bring your renewal form with you</b></li> <li>• <b>Please provide complete and current vehicle information</b></li> <li>• <b>If you have a new vehicle, or add a vehicle, you must renew in person at 899 Dale Street and provide proof of ownership</b></li> <li>• <b>If you have moved, follow instructions for new applicants</b></li> <li>• <b>Renewal applications are non-transferable</b></li> <li>• <b>Ownership of permits is non-transferrable</b></li> </ul>
<p><b>Non-refundable permit fee: \$15 per vehicle and \$15 per visitor permit</b></p>	
<p><b>To apply in person or to mail in an application:</b></p> <p>Traffic Operations Building              899 Dale Street North              St. Paul, MN 55103              Telephone (651) 266-9777              Hours: 7:30 a.m. – 4:30 p.m. Monday-Friday              Free parking available</p>	

## **VEHICLE PERMITS**

- Only available to residents
- May only be used in the permit area with the same number
- Must be permanently affixed to the vehicle. Taping to a window or using other removable methods is illegal, and vehicle may be ticketed
- Not transferrable
- Will become invalid if you move to a new residence
- On cars and trucks, affix the vehicle permit sticker to the lower right of the driver's side window closest to the rear of the car or truck cab
- for Motorcycles, affix the vehicle permit sticker to the left side of the gas tank, or the bottom right corner of the windshield when looking at the front of the motorcycle

## **VISITOR PERMITS**

- Available to residents even if they do not own a vehicle
- It is illegal for residents to use visitor permits in their personal vehicle, must use vehicle permit
- Visitor permits must be placed face up on the driver's side dashboard
- The entire permit must be visible through the windshield
- Visitor permits are not meant to be used for extended stays, misuse could result in tickets

## **1 DAY HANG TAGS**

- Residents may purchase temporary scratch-off hang tags that allow parking for 1 day
- Monthly maximum is 20 hang tags per household, no refunds or exchanges for unused tags
- The month, day, and year must be scratched off for the date it is being used
- Scratching off more than one date makes the tag invalid
- Must be hung on the rear view mirror so the address, date, and number faces out and can be read through the front of the windshield

## **ADA DISABILITY PARKING**

- People with valid ADA Disability Parking Placards or license plates may park in a residential parking permit zone without an additional vehicle or visitor permit

## **CONTRACTOR and COMMERCIAL VEHICLES**

- Commercial or contractor vehicles are exempt from needing a parking permit if the vehicle has permanent markings that identify it as a commercial vehicle. Magnetic or removable signs do not qualify as permanent marking.
- Exemption only applies while they are performing a service

## **HOME AIDES and SERVICE PROVIDERS**

- Must use a visitor permit or 1 day hang tag provided by the resident

## **LOST OR REPLACED PERMITS**

- Must have a notarized letter stating how the permit was lost
- If a replacement permit is needed for a new vehicle, please provide:
  - Proof of sale – title transfer or bill of sale
  - Old permit number
  - New vehicle information and proof of ownership
- Replacements for lost permits are \$15 each. Replacements for new vehicles are \$1 each.

**Warning:** False information on a permit parking application shall be grounds for denial or revocation of said permit(s) and is punishable as a petty misdemeanor. L.C. 164.10.b.

Misuse or abuse of permits will result in investigation and possible fines, immediate revocation of permits, and/or suspension from participation in the parking permit program for a period of time determined by the Traffic Engineer.