



City of Charleston, WV

Traffic, Parking and Transportation Department

Reserved Metered Parking Space Application Monday through Friday

COMPANY NAME: _____

CONTACT PERSON: _____ PHONE: _____

STREET NAME AND METER NUMBER(S): _____

REQUESTED METER RESERVATION DATE(S): _____

EVENING HOURS PHONE NUMBER: _____

OFFICE USE ONLY

AMOUNT RECEIVED \$ _____ PERSON ASSIGNED: _____

STAFF INITIALS FOR COMPLETED FORM: _____

- Permits will be issued only after payment is received
- Permit covers only:
 - Fixed equipment contained on a vehicle (i.e. generator, welder or bucket device). Does not cover small tools or supplies
 - Delivery of office equipment/furniture
 - Meters can be bagged from Monday through Friday (Request Saturday separately)
 - Meters can be bagged from 6:00am to 5:00pm (**Longer hours must be requested**)
- The fee for each reserved meter is \$15.00 per day and MUST be paid in advance.
- If a permit is needed for more than one week at a time, approval must be given by the Deputy Director, Parking Operations at 304-348-0739.
- An approved copy of this application along with a paid receipt is needed for proof of payment prior to reserving the meter(s).
- If a temporary street or sidewalk closure is needed, a Temporary Street or Sidewalk Closure Permit must be obtained from the City by calling (304) 348-0739.

Mail or deliver completed application and payment to:

City of Charleston
City Collector
915 Quarrier Street, Suite 4
Charleston, WV 25301