

RENEWAL/INSTRUCTIONS FOR RESIDENTIAL PARKING PERMIT(S)

Please complete and return (by mail or in person) the application together with the proper fee to:

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

All questions must be answered. If additional forms are needed, the enclosed BLANK form may be photocopied prior to completing and signing. PHOTOCOPIES or FAXES of COMPLETED applications will NOT be ACCEPTED (ORIGINAL SIGNATURES REQUIRED).

- 1) Applications missing ANY of the following WILL NOT be processed:
 - Valid driver's license with current address
 - Current utility bill dated for service within 30 days at the residential address
 - Valid current vehicle registration (or copy of) for each vehicle obtaining a permit (up to two vehicles per residence)
 - Proper fee submitted prior to January 31st, or a late fee will be added

- 2) If the applicant is not the owner of the residence and there are three or more unrelated individuals residing at the same address, only two of those residents will be issued an annual residential parking permit on a first-come, first-serve basis.

- 3) Annual placards are to be hung on rearview mirror of windshield of registered vehicle without exception.

Vehicles parked in a designated residential parking area after January 1st, without Annual Parking placards, may be subject to a citation(s). The City may refuse to issue Annual Parking Permits for any violation of this law.