

## **RENEWAL/INSTRUCTIONS FOR RESIDENTIAL PARKING PERMIT(S)**

Enclosed is an application for Residential Parking Permit Placards. Please complete and mail this application together with the proper paperwork and fee to:

City of Charleston  
Parking System  
City Service Center – Suite 7  
915 Quarrier Street  
Charleston, WV 25301  
304-348-8158

1. All application questions are to 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).
2. Please make a copy of the following:  
(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 for each vehicle obtaining a permit (up to two vehicles per residence)
  - Proper fees paid prior to December 31 or subject to citation(s).
3. 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-served basis.
4. Annual placards are to be hung on rearview mirror of windshield of registered vehicle. **No Exceptions.**
5. Please mail your application to the address listed above. Allow 2-5 business days for processing. Your placard(s) will be mailed to the address on the application. **(NO SAME DAY WALK IN SERVICE WILL BE GRANTED)**. Please call the phone number for questions.

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 future Annual Parking Permits for any violation of this law.