



City of Charleston, WV

Traffic, Parking and Transportation Department

Loading Zone Permit and Renewal Application

Business Name: _____

Business Address: _____

Applicant Name: _____

Applicant Phone Number: _____ Applicant Email: _____

Description of Item(s) to be loaded/unloaded: _____

Vehicle Year/Make/Model: _____ Registration # /State _____

Vehicle Year/Make/Model: _____ Registration # /State _____

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Vehicle Year/Make/Model: _____ Registration # /State _____

(List additional vehicles on page 2)

WV Secretary of State Business License Number: _____

Applicant Signature _____ Date: _____

***** ALL CURRENT LOADING ZONE PERMITS EXPIRE APRIL 30TH *****

A copy of current vehicle registration and proof of insurance for each vehicle along with payment of \$35.00 for each permit MUST BE ENCLOSED

Allow 5-10 business days for permit processing

Mail completed original application and fee to:

City of Charleston

Parking System

P.O. Box 2749, Charleston, WV 25330

Phone 304-348-8158

Vehicle Year/Make/Model: _____ Registration # /State _____
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Loading Zone Permit Regulations

- 1) Loading zones exist for the sole purpose of providing on-street facilities for loading and unloading of commodities and equipment.
- 2) Loading zone permits are issued to the vehicle and registration plate indicated on this application. If the permit holder changes vehicle or vehicle registration plate, the permit holder must contact the City of Charleston in order for the permit to be transferred to the vehicle you are using. Failure to transfer the permit constitutes a violation of regulations.
- 3) In no case shall a lawful stop within a loading zone exceed 30 minutes, except where special permission from the Traffic, Parking and Transportation Department has been obtained for such extension.
- 4) Any vehicle, with, or without, a valid Loading Zone Permit which is parked in a loading zone for any purpose other than loading/unloading may be impounded by the police department and subject to fine and towing costs.
- 5) A loading zone permit does not permit a vehicle to block traffic or park in any manner in violation of traffic enforcement laws.
- 6) A loading zone permit may not be copied.
- 7) The issued loading zone permit sticker must be affixed to the **inside** of the bottom passenger side of the vehicle's front windshield.

A Loading Zone Permit will be revoked for violation of any of the above regulations.