



## Residential Permit Parking Application

**Resident Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City: Charleston, WV Zip Code:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Vehicle #1 VIN** \_\_\_\_\_ **License Plate #** \_\_\_\_\_

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Color** \_\_\_\_\_

**Vehicle #2 VIN** \_\_\_\_\_ **License Plate #** \_\_\_\_\_

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Color** \_\_\_\_\_

Permits (up to 2) \_\_\_\_ x \$25.00 each \_\_\_\_ Add Visitor pass (1) \$25.00 = Total due of \$\_\_\_\_.00

**Attach or provide a copy of the following documents with your application:**

- \_\_\_\_ Proof of residency (examples: lease page one, tax ticket, utility bill within 60 days)
- \_\_\_\_ Valid registration card for each vehicle matching the address above. (If leased or company owned, must provide verification from the owner that the vehicle is assigned to the resident)
- \_\_\_\_ Driver's license/photo ID matching the address above.

### PLEASE READ AND UNDERSTAND THE FOLLOWING RULES AND PROCEDURES

1. The visitor permit may not be used by any person and/or vehicle that is not visiting the residence for which the permit is issued. Violations of said visitor permit will result in the cancellation of the visitor permit.
2. Each annual permit issued is valid for parking January 1st through December 31<sup>st</sup> of the calendar year.
3. Each residential area is assigned a color-coded permit. Each permit is valid for parking in the assigned residential area only. Each resident should park as close as possible to the address on the application.
4. Each resident is required to notify the Parking Department about any changes to the above information.
5. Permit **MUST** be placed visibly on the rear-view mirror or on the dash of the vehicle so it can be seen.
6. The resident permit in the vehicle must match the vehicle plate number on the vehicle parked.
7. If a new vehicle is obtained, the resident must surrender the former placard and apply for a new permit with the new vehicle information (additional fees apply).
8. Any vehicle parked in a residential parking area in violation of the terms of the parking ordinance shall be subject to a parking citation with a fine of \$75.00 and /or immobilized and/or towed at the owner's expense.
9. If in-home medical care is required, the resident may apply for caregiver permits separately.
10. All open parking citations on owner vehicles or other account balances with the City must be paid prior to a permit being issued.

**I understand the rules and procedures. I confirm that the residential information shown above is true and correct to the best of my knowledge:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Mail completed application, proof of residency and payment to:  
City of Charleston – Parking RP  
PO BOX 2749  
Charleston, WV 25330

☐ CLANCY

Email: [parkingquestions@cityofcharleston.org](mailto:parkingquestions@cityofcharleston.org)

Phone: (304)348-8158

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