Austin Transportation Department
Residential Permit Parking Program
Permit Purchase Application

January Annual Renewal only

Permit Year_____

Zone#_____

Name of Applicant (please print): _____

*Please check **ONE** applicant type:* ☐*Homeowner* ☐*Rents/Leases* ☐*Property Manager*

Email Address (for renewal notices):_____

Home Address (number and street): _____

Must provide copy of the following information when applying for Residential Parking Permits:

1. Driver's license or identification card (Driver's License can suffice for proof of residency if address is current)
2. Proof of residency (lease/mortgage agreement or utility bill issued within last 30 days)
3. License plate number of vehicle(s) receiving decal permit. LP#1_____LP#2_____
4. Number of Permits Desired(4 per household Max): Hang Tags(2 Max)_____ Window Decals_____

By signing, I hereby confirm that I have been issued the confirmed amount of combined residential parking permit decals and hang tags above and have made payment to either the designated area coordinator or appropriate Austin Transportation Department Staff. By signing, I am also acknowledging that I have read and agree to abide by the following rules, guidelines and RPP do's and don'ts for owning Residential Parking Permits:

- Permits shall be valid from January till the end of December each year. Permits will be renewed before the first day of February annually, NO EXCEPTIONS.
- Each decals permit shall be valid only for the area for which it is issued. License plate number of the vehicle must be written on window decal permit and match vehicle in which it is placed. Visitor hang-tags are to display the street name and block number.
- The fee for the purchase of residential parking permits will be _$15_ each. Subsequent residential (i.e. sticker) permits may be issued in lieu of visitor hang-tags. There is a maximum allowable total of four permits per household, with a maximum of two visitor hang-tags. A re-issuance fee of_$15_ will be charged for lost or stolen permits.
- The residential parking permit shall be affixed on the lower left corner of the front windshield (above the vehicle registration sticker). The visitor hang tag is to be presented so that the writing is visible through the front windshield. The visitor hang tag may be hung from the rear-view mirror.
- Replacement permits for vehicles traded, new vehicles etc. will be issued, free of charge, provided the original permit is returned when the request for re-issuance is made.
- Failure to abide by the rules and guidelines may result in the reduction or revocation of permit privileges.

Signature of Resident:_____ Date:_____

----------**Office-Use-Only**----------

Number of Window Decals Received: _____Serial numbers of Window Decals:_____

Number of Visitor Hang Tags Received: _____Serial numbers of Hang Tags:_____

Total permits issued: _____Total Balance Due:$_____Payment Type(Check/Cash)_____

Permits issued by:_____ Signature: _____Date:_____

RESIDENTIAL PERMIT PARKING (RPP) PROGRAM INSTRUCTION SHEET
FOR PERMIT PLACEMENT AND DISPLAY
PERMIT "DO'S AND DON'TS"

DO:

Sticker Decal Permit Placement:

- Place your vehicle sticker so that it is above or adjacent to the vehicle registration sticker on the **lower** left portion of your front windshield. The sticker should be **flush** against the surface of the windshield. If not placed correctly, the permit could be hard to see and enforcement may issue a citation if not seen.
- For sticker decal permits, verify that the license plate number is correctly shown on the permit and is placed on the vehicle with matching license plate.

Visitor Hang Tag usage:

- Make sure that hang tags has address written on hanger.
- Hang your visitor parking permit from the rear view mirror so that the writing is **visible** through the front windshield. If the hanger does not fit around the rear view mirror, use a rubber band or other string large enough to fit around mirror and hang permit from that.

Other important Information for permit holders:

- Inform your guests of the proper display of permits.
- Protect your permit. Lost or stolen permits cost $**15** each to replace.
- Communicate a lost or stolen permit to your RPP Coordinator contact person so that you may quickly purchase a replacement.
- Permits expire yearly and will need to be renewed by start of the renewal period with your designated RPP coordinator. Please visit RPP website for renewal dates by area. Link located below.

Day/Construction passes

- Request permits from either the RPP coordinator for your neighborhood or the City of Austin RPP staff.
- Permit request should be at least 2 weeks in advance. This may vary by City of Austin staff or RPP coordinator availability.
- Place permit on dash so that the writing is clearly visible and readable from windshield.

DON'T:

Improper permit usage

- Place your permit where it can't be easily read by enforcement personnel – you will be ticketed.
- Use permits that don't have address on hang tags or license plate numbers on decal permits – you will be ticketed for invalid permit.
- Park your vehicle illegally and display a permit – you will be ticketed.
- Use old, out of date permits – you will be ticketed you will be ticketed for invalid permit.
- Leave your permit where it can be stolen or "borrowed."
- Park in other RPP area's that your permit doesn't belong – you will be ticketed for invalid permit.

Improper Day/Construction passes

- Place day/construction pass that is unreadable due to placement – you will be ticketed.
- Use an expired day/construction pass – you will be ticketed.
- Use a day/construction passes that doesn't match the current permit color for that year – you will be ticketed.
- Duplicate or manipulate a day/construction pass – you will be ticketed.

The rules regarding the placement and display of permits will be strictly enforced. Failure to abide by the rules and guidelines may result in the reduction or revocation of permit privileges.

QUESTIONS? COMMENTS?

Please contact Joseph Al-Hajeri at the Austin Transportation Department
Telephone: (512) 974-6528
Email: Joseph.Al-hajeri@austintexas.gov
RPP Website: http://www.austintexas.gov/department/residential-permit-parking