



**COMMERCIAL LOADING ZONE PERMIT APPLICATION**  
**Jan 1, 2022 – Dec 31, 2023**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Type of Property Transported: \_\_\_\_\_

Santa Rosa Business Tax Certificate # **(Please attach copy)**: \_\_\_\_\_

This Permit is transferrable for the sole use of loading and/or unloading one (1) vehicle only in a designated yellow loading zone. Permit Holders must display the current Permit in the right-hand corner of the window at all times while parked in a Commercial Loading Zone. Permittee is subject to all other rules and regulations. **This Permit may not be copied.** Additional information and conditions may be found on the back of this application. The City of Santa Rosa assumes no responsibility for lost or stolen permits. Permittee has read, understands and shall comply with the terms and conditions of this Permit and certifies he/she has no outstanding citations on their vehicle.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Permit # \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ TDS Check: \_\_\_\_\_

## **COMMERCIAL LOADING ZONE PERMIT PROGRAM INFORMATION & CONDITIONS**

### **Purpose:**

The City of Santa Rosa issues Commercial Loading Zone Permits that allow businesses which use personal or non-commercial vehicles to park in designated commercial loading zones while actively loading or unloading freight, subject to the posted time limit.

### **General Information:**

1. Applicants for a commercial loading zone permit must possess and provide a copy of a current City of Santa Rosa Business Tax Certificate.
2. The commercial loading zone permit will be issued under the name of the business and shall be transferrable and valid for use in vehicles that are currently registered and actively engaged in the loading and unloading of freight for that business.
3. The permit authorizes use of commercial loading zones within one (1) block of the business address subject to the 24-minute time limit of the commercial loading zone.
4. Transferrable permits must be displayed in the lower right-hand corner of the windshield at all times while the vehicle is parked in an authorized commercial loading zone.
5. The commercial loading zone permit program shall be administered on a biannual basis with permits valid for up to two (2) years depending on the date of issuance. The permit fee shall be \$100.00 for January 1, 2012 through December 31, 2013. To keep pace with cost increases, the permit fee shall change biannually thereafter, beginning January 1, 2014, based on the Consumer Price Index.
6. The permit fee will be \$126.00 for January 1, 2022 through December 31, 2023. Commercial Loading Zone Permits are not pro-rated.
7. No permit will be issued if the applicant has any outstanding parking tickets against a license plate registered in his/her name.

### **How to Apply:**

Application may be made at-

City of Santa Rosa  
Parking Division  
90 Santa Rosa Avenue  
Santa Rosa, CA 95404  
(707) 543-3325