



## **REQUIRED DOCUMENTS**

- 1) **COMPLETED RESIDENTIAL PARKING PERMIT APPLICATION**
- 2) **PROOF OF RESIDENCE** (provide one of the following):
  - Copy of lease/rental agreement, or
  - Letter from owner of property verifying your residence, or
  - Copy of a current PG&E bill, utility bill or residence phone bill addressed to you at address for which the permit is being requested,
  - Title/Escrow papers
- 3) **VALID CA DMV VEHICLE REGISTRATION:** A copy of the current registration for each motor vehicle needing a permit, maximum of three\* permits allowed. **Vehicle must be registered to the address listed on the application form or to a PO Box.** (If the registered owner is different from the resident, a letter is needed from the registered owner stating that you, the resident, have been authorized sole use of the motor vehicle). A residential permit is only valid on a vehicle with current registration tags from the Department of Motor Vehicles.
- 4) **VALID CALIFORNIA DRIVERS LICENSE**
- 5) **PROCESSING FEE:** There is a \$20 fee per application. The \$20 fee applies to each permit if purchased or renewed separately. Make check or money order payable to the City of Santa Rosa.

The completed initial application and required documents must be processed in person at:

City of Santa Rosa, Parking Division  
90 Santa Rosa Avenue  
Santa Rosa, CA 95404  
Monday through Friday 8:00 AM to 5:00 PM  
Closed Holidays  
(707) 543-3325