



Residential Parking Permit Guidelines

Residential parking permits shall be issued by the Parking Division in accordance with requirements set forth in City Code §11-44.070. Each permit identifies the residential permit parking area for which it is issued. No more than one permit shall be issued for each vehicle for which an application is made. The Director of Finance may issue rules and regulations governing the issuance and display of residential parking permits. (Ord. 2752 §2, 1989; Ord. 2713 §2)

Issuance of a residential parking permit does not guarantee or reserve to the permit holder an on-street parking space within the designated residential permit parking area. **No more than three (3) permits shall be issued for each approved address/unit.** Permits of any type are not valid when displayed in a vehicle with expired registration tags.

There are several different types of permits that are issued within the Residential Parking Permit program. Below is the list of different types available. Permits **highlighted below** require two business days advanced notice. Please call the Parking Front Counter at 707-543-3325 or email at srparking@srcity.org if you have any questions about the residential permits available.

Permanent Residential Permit - Digital

This is the most common type of residential permit. The license plate of the vehicle will serve as the permit number and residents will have an online portal to manage their account once the permit is issued by City staff. A permanent residential parking permit may only be issued to an applicant who is currently a resident of an eligible address within a residential permit zone; and is the registered owner of the vehicle for which the permit is to be issued per City Code §11-44.080. Vehicles must be registered at the residential address or a PO Box. A \$20 processing fee is applied.



Non-Resident (Landlord) Permits
 A non-resident permit may be issued to the non-resident owner of a property within a residential permit parking zone. This permit is only valid in the vehicles that are owned by the non-resident owner and is non-transferable. Those vehicle's license plate numbers are recorded on the permit. The non-resident owner must complete a residential permit application, provide current vehicle registration and proof of property ownership, pay a \$20 processing fee, and is renewed annually on the same schedule that the permanent residential permit would renew. Issuance of a non-resident permit may not cause an address to exceed the maximum residential permit allotment of three permits per address/unit.



LANDLORD PARKING PERMIT

Residential Block: _____

This permit is valid only in the following vehicles

Vehicle #1 License Plate _____

Vehicle #2 License Plate _____

Expires: _____ Issued By: _____

FINANCE DEPARTMENT
PARKING DIVISION

Contractor
 This permit is for contractors who are on site at a residential address and are performing work (i.e. painting, remodeling, etc.). A contractor permit may be issued for up to thirty (30) days at one time, as necessary to complete work. Permit can be transferred between commercial vehicles and a contractor permit is only valid for commercial vehicles. A contractor permit is issued to the permanent residential permit account holder. There is no cost, but the resident must already have a permanent permit on file. Permits are to be requested at least 2 business days in advance.



CONTRACTOR PARKING PERMIT

Contractor/Company: _____

Residential Block: _____

Begin: _____ Expires: _____ Issued By: _____

This permit can be transferred between commercial vehicles doing work at the above listed residential address

FINANCE DEPARTMENT
PARKING DIVISION

One-Day Passes
 Permits may be issued to visitors of current residential permit holders for special occasions. These one-day passes can be requested through the online self service permit center, by calling 707-543-3325, or emailing SRParking@SRCity.org. Passes will be emailed as a PDF and must be printed out and displayed on the dashboard of the Guest vehicle. Full information is available on the [1-Day Guest Pass information website](#). There is no cost but the resident must already have a permanent permit on file. There is a limit of 7 one day passes within a 30 day period.



1-Day Residential Parking Pass

RPP24-00000 

valid location

Olive Park Res Parking

only valid on

December 24, 2020

valid on license plate

1DAYCAR

DO NOT COPY, ALTER, OR MISUSE THIS PERMIT IN ANY WAY
 Any duplication or alteration of this permit may result in the termination of your residential parking permit privileges.

Short-Term Renter

A short-term renter permits are available to tenants with a short-term rental agreement for 1 month – 6 months.

Residents in zones issued digital permits will receive digital permits for the duration of their rental term and have access to the online portal during that time. Residents in the SRJC zones will be issued a laminated paper with the dates of their rental term. The short-term renter will be issued a permit with an expiration date that matches the end of their rental term; therefore, the rental agreement must be provided during application. The applicant must have a valid driver’s license, but it need not be a California license, and provide proof of a current registered vehicle. Short-term renter permits are transferable. Issuance of a short-term renter permit may not cause an address to exceed the maximum residential permit allotment of three active permits per address/unit. A \$20 processing fee is applied.



Temporary Operating Residential Permit

This permit may be issued to a vehicle with a Temporary Operating Permit issued by the Department of Motor Vehicles. The expiration date of the temporary residential permit shall correspond with the expiration date on the Temporary Operating Permit. This permit is vehicle specific and is not transferable. The vehicle’s license plate will be displayed on the permit. Only one (1) temporary permit will be issued to a vehicle unless the Department of Motor Vehicles issues an extension of the Temporary Operating Permit. The \$20 permit processing fee applies. A temporary operating permit can be converted to a permanent residential permit when the car is registered for no additional fee.

A sample of a Temporary Operating Permit form. At the top is the City of Santa Rosa logo, which features a stylized rose and the text "City of Santa Rosa PARKING". Below the logo is the title "TEMPORARY OPERATING PERMIT". Underneath the title is a line for "Residential Block:" followed by a blank line. A rectangular box contains the text "This permit is valid only in the following vehicle" and "License Plate # _____". Below the box are lines for "Begin:", "Expires:", and "Issued By:". At the bottom of the form, it says "FINANCE DEPARTMENT PARKING DIVISION".

Summary of Permit Types

Permit Name	Permit Type	Expires	Processing fee due	Counts against max of 3 permits/address?	Transferable
Permanent	Digital	June 30 / Dec 31	Yes	Yes	Yes
Non-Resident (Landlord)	Laminated Paper	June 30 / Dec 31	Yes	Yes	No
Contractor	Laminated Paper	Up to 30 days	No, but resident must already have a permanent permit	No	Yes
One Day Guest Pass	PDF Print Out	1 day	No, but resident must already have a permanent permit	No	No
Short Term Renter	Digital	Determined by rental agreement, maximum of 6 months	Yes	Yes	Yes
Temporary Operating	Laminated Paper	Defined by DMV	Yes	Yes	No