



PARKING LOAD ZONE ANNUAL PERMIT CHECKLIST

Loading Zone Permit FAQs and Checklist

Can anyone purchase a loading zone permit?

No, only downtown businesses can apply for a loading zone permit. These permits are intended for the use of loading zones for loading or unloading of goods to businesses throughout the downtown. This prevents non-permitted vehicles from using it outside of the intended use and prevents vendors from taking up on-street parking that can be used by people working or visiting downtown. Business owners will provide the physical permit to the driver of the vehicle during their time parked in the load zone. It is the responsibility of the business owners to obtain the permit provided to the drivers.

How much is the permit?

The cost is a flat fee of \$75 per calendar year. This fee is not prorated if purchased later in the year.

Can I purchase permits any time of the year and any day of the week?

Since the application is electronic, this permit can be applied for and purchased any time during the year.

Can I purchase a permit with no advanced warning?

Yes. We review loading zone permit applications within twenty-four (24) business hours of submission. If the application is deemed complete an email notification is sent to the applicant allowing for payment and issuance of the permit.

Can I park at a meter with a loading zone permit?

No. Loading zone permits are specific to signed and designated loading zones only. If you park at a meter with this permit displayed and have not paid for the meter it will result in a \$20.00 citation violation being issued by Parking Services.

How long can I park in the loading zone?

All loading zones are designated to have a 30 minutes time limit. Even with a properly displayed and valid loading zone permit, a \$75.00 citation violation will be issued by Parking Services for any vehicle parked in a loading zone for more than 30 minutes.

General Information Needed to Complete the Online Application

- A. Business Name
- B. Onsite Contact Name (First and Last)
- C. Business Email Address, Telephone Number, Physical Address and Mailing Address
- D. Copy of Olympia Business License

Questions or a Denied Application: Contact Parking Services at 360-753-8017 (8 AM-4 PM | M-F) or email parkingservices@ci.olympia.wa.us