



# PARKING OVERTIME PERMIT & METER HOOD CHECKLIST

## OVERTIME PARKING PERMIT FACTS

### ***Can anyone purchase an overtime permit?***

Yes. Anyone can apply for an overtime permit by filling out an application that can be printed from the Portal website or in person at City Hall. Permit applications must be reviewed and approved before you may purchase. The permit can be purchased using credit/debit cards, check or cash. The cost is \$10.00 per day per space. Fees will be required to be paid prior to issuance of permit.

### ***Can I purchase a permit at any meter?***

No. the meter must be adjacent to the location of the work being performed or within the work zone.

### ***How long can I purchase a permit for?***

There is no time limit with approval from neighboring businesses.

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

Permits cannot be purchased for the central business district (2 hour meters) from December 1st through December 24th. Meters can be reserved 7-days a week.

### ***Can I park at any meter with a permit?***

No. The permit is meter specific and the meter is reserved with a hood so it is available for the permit holder's use. A permit must be displayed when parking at a reserved meter; if no permit is visible, the vehicle can receive a citation. If a permit is used at a non-reserved meter, the operator must pay the meter or a citation can be issued. In non-metered areas, the customer is responsible for barricading the reserved spaces.

### ***Do I leave the hood on the meter when my work is finished?***

No. The customer must remove the hood(s) and dispose of it. If the hood(s) are left on the meter(s) the customer will be charged for any additional time the meter is unavailable for other customers.

### ***Can I reserve an entire block face?***

No. Not more than half a block face can be reserved at any one time unless it is a large construction site or utility work requiring heavy equipment and materials. These may be approved on a case-by-case basis.

### ***Can I purchase a permit with no advance notice?***

No. Two business days' notice is required. In the case of an emergency, a permit may be approved with no advance notice.

## **General Information Needed to Fill in the Online Application**

- A. Company Name (contractor, work by owner, etc.)
- B. Company Email Address, Phone Number, Company Mailing Address, and Billing Address
- C. Client Name
- D. Site Location Screen - In the address field enter 10 CityWide, R-O-W
- E. Job Address or Street Name – Enter the actual location of the work
- F. Number of Parking Spaces Requested
- G. Meter Numbers
- H. Start Date
- I. End Date
- J. Other permits associated with the work.
- K. Contractor UBI number if a contractor is performing the work
- L. Non Profit Tax I D Number

Fees will be calculated at \$10.00 per space, per day.

**To Cancel or Reschedule:** Contact Parking Services at 360.753.8017 no later than 8:30 am the day the meter is to be hooded. If contact is not made, fees will NOT be refunded and the date will not be transferred.

**Questions or a Denied Application:** Contact Parking Services at 360.753.8017 (8-4 | M-F) or email [parkingservices@ci.olympia.wa.us](mailto:parkingservices@ci.olympia.wa.us)