

Your Parking Permit Program

What steps do you need to take to set a program in place?

STEP 1: Identify Your Company

- Display your company name or logo on your permits
- If you have no logo, create a design with colors and graphics that makes your permits distinctive
- Make it easy for security to identify the vehicles associated with your company

STEP 2: Number Your Permits

- Create a numbering system to help you track your permits and who has them
- Make sure the number size is large enough to be seen easily

STEP 3: Use Violation Warnings

- Enforce your permit program by purchasing violation stickers, parking tickets or warning labels
- Use these products to give warnings and possible fines when permits aren't used or someone is parked illegally

STEP 4: Give Directions

- Let your permit holders know as much about your program as possible
- They should be informed of how to install their permit and what to do if they should lose it
- Lay out the rules: What will happen if a vehicle is seen without a permit once, twice, or three times?



PARKING VIOLATION
Beechwood Apartment
 5390 N. Atlantic Blvd.
 Glen Cove, Maryland 21853
No. 2359

NOTICE This vehicle is improperly parked. Violations are as follows:

Vehicle has no valid Parking Permit
 Parked in No Parking Area/Space
 Parked in Fire Lane
 Parked in Handicap Space
 Blocking Driveway or Access
 Blocking other Vehicle
 Parked in 2 Spaces
 Other _____

This vehicle's description has been permanently recorded. Any additional infractions of our regulations could result in towing at vehicle owner's expense and revocation of parking privileges.

License No. _____	State _____	Permit No. _____	Date _____
Vehicle Make / Model _____		Color _____	Time _____
Driver's Name (if known) _____			Location _____
Date _____	Location _____	Issued by _____	Time _____

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NOTICE This vehicle is improperly parked. Violations are as follows:

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License No. _____	State _____	Permit No. _____	Date _____
Vehicle Make / Model _____		Color _____	Time _____
Driver's Name (if known) _____			Location _____
Date _____	Location _____	Issued by _____	Time _____

WARNING!

THIS VEHICLE IS PARKED ILLEGALLY OR IMPROPERLY AND WILL BE TOWED.

Reason: _____

VEHICLE WILL BE TOWED ON:

Date: _____ Time: _____

STEP 5: Add a Date & Location

- Be specific. Where are the acceptable parking areas? Display this on your tag and color code if necessary for various sections of a lot
- You may want to add a date of how long a permit is good for. This way you can regularly check that the correct people have a permit and are current. Keep permits from being misused by ex-employees or non-employees



STEP 6: Choose Material & Type

Some questions to ask yourself when selecting a permit:

- Will my permits need to be long-lasting or are they for temporary use?
- Do I want my permits to be easily removable or should they have a strong, permanent adhesive?
- Will the permits need to be easily seen at night?
- Should the permits be attached to a bumper, window, or rearview mirror?

TYPE OF PERMIT	BENEFIT
Hanging Permit	Long-lasting plastic is easy to install
Suction-Cup Permit	Readily sticks to a glass surface and is easily transferrable from car to car
Cardstock Permit	An inexpensive option that is great for short-term situations
Vinyl Permit	Won't fade and its adhesive can hold up in harsh conditions
Permits On-a-Roll	Convenient with an easy dispensing method helps keep permits wrinkle-free
See-Thru Permit	Won't obstruct a driver's field-of-vision
Self-Cling Permit	Great for use and re-use, and won't damage surfaces
Tamper-Evident Permit	Shows the word VOID if meddled with to prevent misuse

STEP 7: Add Parking Signs

- Buy and display parking signs that show your space is a **PERMIT PARKING ONLY** lot
- Explain a tow-away policy you have established with wording like **WILL BE TOWED**

