

RENEWAL/INSTRUCTIONS FOR RESIDENTIAL PARKING PERMIT(S)

Enclosed is an application for Residential Parking Permit Stickers and Visitor's Parking Pass. Please complete and return (by mail or in person) this application together with the proper fee to:

City of Charleston
Traffic Clerk
City Hall – Room 113
Virginia Street
Charleston, WV 25301

1. All questions are to be answered. Complete one Designated Residential Area Permit Application per vehicle. If additional forms are needed the enclosed BLANK form may be photocopied prior to completing and signing. PHOTOCOPIES or FAXES of COMPLETED applications will NOT be ACCEPTED (ORIGINAL SIGNATURES REQUIRED).
2. Applications missing ANY of the following WILL NOT be processed:
 - Valid driver's license with current address
 - Current utility bill dated for service within 30 days at the residential address
 - Valid current vehicle registration (or copy of) for each vehicle obtaining a permit (up to two vehicles per residence)
 - Copy of a current lease for all "renters/tenants" applying for a residential parking permit – NO LEASE, NO PERMIT
 - Proper fee and submitted prior to January 31 or a late fee will be added
3. If the applicant is not the owner of the residence and there are three or more unrelated individuals residing at the same address, only two of those residents will be issued an annual residential parking permit on a first-come, first-serve basis.
4. Annual stickers are to be placed in the left hand lower portion of the windshield (above annual inspection sticker) of registered vehicle. No Exceptions! If it is not placed here you will be subject to a ticket. You cannot tape the permit to your windshield but it must be affixed above the inspection sticker.

Vehicles parked in a designated residential parking area after January 1, without Annual or Temporary Visitors Parking permits, may be subject to a citation(s). The City may refuse to issue Annual Parking Permit stickers and/or Temporary Visitors Parking permits for any violation of this law.