



City of Charleston, WV

Traffic, Parking and Transportation Department

Loading Zone Permit and Renewal Application

Business Name: _____

Business Address: _____

Applicant Name: _____

Phone Number: _____ Applicant Email: _____

Description of Item(s) to be loaded/unloaded: _____

WV Secretary of State Business License Number: _____

Fee \$50.00 for each permit requested below: (attached copies of vehicle registration and insurance cards)

Vehicle Year/Make/Model: _____ License Plate # / State _____

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I have read and understand the permit regulations attached to this application.

Applicant Signature _____ Date: _____

Loading Zone Permit Regulations

- 1) Loading zones are for the sole purpose of providing on-street facilities for loading and unloading of commodities and equipment in the conduct of business where no adequate off-street loading facilities are available.
- 2) Loading zone permits are issued to the vehicle and registration plate indicated on this application. If the permit holder changes vehicle or vehicle registration plate, the permit holder must contact the City of Charleston in order for the permit to be transferred to the vehicle you are using. Failure to transfer the permit constitutes a violation of regulations.
- 3) In no case shall a lawful stop within a loading zone exceed 30 minutes, except where special permission from the Parking Director has been obtained for such extension.
- 4) Any vehicle, with, or without, a valid Loading Zone Permit which is parked in a loading zone for any purpose other than loading/unloading may be impounded by the police department and subject to fine and towing costs.
- 5) A loading zone permit does not permit a vehicle to block traffic or park in any manner in violation of traffic enforcement laws.
- 6) A loading zone permit may not be copied.
- 7) The issued loading zone permit sticker must be affixed to the **inside** of the bottom passenger side of the vehicle's front windshield.

A Loading Zone Permit may be revoked for violation of any of the above regulations.

Mail completed original application and fee to:

Parking System - LZ
PO BOX 2749
Charleston, WV 25330

Or visit the Parking Operation Center

915 Quarrier Street, Suite 2
Questions? Call 304-348-8158

***** ALL CURRENT LOADING ZONE PERMITS EXPIRE APRIL 30TH *****

**A copy of current vehicle registration and proof of insurance for each vehicle along with payment of \$50.00 for each permit MUST BE ENCLOSED
Allow 5-10 business days for permit processing**

Note: Loading Zone permits may be delayed or denied due to unpaid balances with the City Collector's Office or the Parking System.