



**City of Charleston, WV**  
**Parking 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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Vehicle Year/Make/Model: \_\_\_\_\_ License Plate # / State \_\_\_\_\_

Vehicle Year/Make/Model: \_\_\_\_\_ License Plate # / State \_\_\_\_\_

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

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Use:

RTS: \_\_\_\_\_

CLANCY: \_\_\_\_\_

## Loading Zone Permit Regulations

- 1) Loading zones provide curbside parking for the **active loading and unloading of goods and equipment** for up to 30 minutes.
- 2) Loading zone permits are issued to and for the vehicle and registration plate indicated on this application. A loading zone permit may not be shared, duplicated, copied, or altered.
- 3) If the permit holder changes vehicles or vehicle registration plates, the permit holder must contact the City of Charleston for the permit to be transferred to the new vehicle. Failure to transfer the permit constitutes a violation of regulations. The lost decal replacement fee is \$10.00.
- 4) Be courteous to other commercial drivers/trucks who need to park. Loading zone use should not exceed 30 minutes. Extended use may be approved by the Director of Parking on a case-by-case basis.
- 5) Any vehicle parked in violation of loading zone regulations may be subject to a fine and/or towing costs at the owner's expense. Zones are enforced by City Parking Enforcement and/or the Charleston Police Department.
- 6) A loading zone permit does not permit a vehicle to block traffic lanes or park in any manner deemed to be a violation of WV State law or City ordinance.
- 7) The loading zone permit decal must be affixed **inside** the vehicle's front windshield at the bottom of the passenger side.
- 8) Permit violators may be subject to parking citations for violations of these rules and/or other parking violations such as blocking crosswalks or sidewalks. Vehicle owners are responsible for all parking citations and/or towing costs. Five or more unpaid citations could result in the immobilization and/or towing of a vehicle at the owner's expense.
- 9) To pay or check for parking citations go to: [www.charlestonwvpayments.com](http://www.charlestonwvpayments.com) select Parking Citations and enter the vehicle plate number.

### Drop off in person or mail completed application and fees to:

Parking Department LZ  
PO BOX 2749  
Charleston, WV 25330

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

### **CURRENT LOADING ZONE PERMITS EXPIRE APRIL 1st.**

Attach the following to this application:

- \_\_\_\_ Vehicle registration for each vehicle
- \_\_\_\_ Proof of insurance for each vehicle
- \_\_\_\_ Payment of \$50.00 for each vehicle listed.

Allow 5-10 business days for permit processing.  
Outstanding balances with the Parking Dept. or the City Collector could delay processing (including outstanding parking tickets).