



**City of Charleston, WV**  
**Parking Department**  
**Resident Parking Permit Application**

Parking Operation Center 915 Quarrier St. Suite 2, Charleston WV 25301

Resident Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City: Charleston State: WV Zip Code: \_\_\_\_\_

Resident Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Vehicle #1 VIN# \_\_\_\_\_ License# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle #2 VIN# \_\_\_\_\_ License# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Visitors permit (optional) Total permits (up to 3) \_\_\_\_\_ x \$25.00 = Total due \$ \_\_\_\_\_ .00

Proof of residency matching the street address on this application must be provided to obtain a residential parking permit. Acceptable documents include gas bill, electric bill, water bill or a copy of a lease agreement (with name & address).

**PLEASE READ AND UNDERSTAND THE FOLLOWING RULES AND PROCEDURES**

1. Each residential unit in the "Residential Permit Only" parking area may obtain a maximum of TWO (2) permits for vehicles owned by the resident.
2. One additional permit per residential unit may be obtained as a "visitor permit". The visitor permit must be provided by the applicant to the visitor when parking.
3. Each annual permit issued is valid for parking January 1st through December 31<sup>st</sup> of the calendar year.
4. Each residential area is assigned a color-coded permit. Each permit is valid for parking in the assigned residential area only. Each resident should park as close as possible to the address on the application.
5. All vehicles parked in the area must have the placard visibly displayed while parking.
6. Any vehicle parking in a residential parking area in violation of the terms of the parking ordinance shall be subject to a parking citation with a fine of \$75.00. Multiple offenses could cause a vehicle to be immobilized and/or towed.
7. Each resident is required to notify the Parking Department about any changes to the above information.

I understand the rules and procedures. I confirm that the residential information shown above is true and correct to the best of my knowledge:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Mail original completed application, proof of residency and payment to:  
 City of Charleston - Parking  
 PO BOX 2749  
 Charleston, WV 25330

**Questions?**

Phone: (304)348-8158

Email: parking questions@cityofcharleston.org