



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT  
**PARKING CITATION SECTION**

333 W. Ocean Boulevard, Lobby Level  
Long Beach, CA 90802  
(562) 570-6822

## APPLICATION FOR PREFERENTIAL PARKING PERMIT/GUEST PERMIT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENCLOSE PROOF OF RESIDENCY

TYPE OF PERMITS APPLYING FOR:

\_\_\_\_\_ RESIDENT PERMIT (LIMIT 3)      \_\_\_\_\_ GUEST PERMIT (LIMIT 1)

NUMBER OF PERMITS APPLYING FOR \_\_\_\_\_ REMITTED AMOUNT \$ \_\_\_\_\_

Make checks payable to the *City of Long Beach* and mail along with this application, to the above address.

### Prorated Fee Structure

<u>Application Date</u>	<u>Prorated Fee Per Permit</u>
January - March	\$32.00
April - June	\$24.00
July - September	\$16.00
October - December	\$8.00

VEHICLE LICENSE NUMBER FOR EACH RESIDENT PERMIT AND ENCLOSE A COPY OF VEHICLE REGISTRATION FOR EACH VEHICLE.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

THE APPLICANT AGREES THAT THE PERMIT (S) APPLIED FOR MAY NOT BE SOLD OR TRANSFERRED IN ANY MANNER, EXCEPT THAT A GUEST PERMIT MAY BE USED BY VARIOUS VISITORS AND SERVICE PEOPLE TO THE APPLICANTS RESIDENCE. THE SALE OR TRANSFER OF A PERMIT IS IN VIOLATION OF LBMC SECTION 10.32.040 AND SHALL BE SUBJECT TO A FINE IN THE AMOUNT OF \$100.00 AND ANY MISUSE OF A PERMIT IS GROUNDS FOR REVOCATION OF SAID PERMIT.

THE INFORMATION PROVIDED ABOVE IS CORRECT AND I UNDERSTAND THE REGULATIONS REGARDING THE USE OF RESIDENTIAL PREFERENTIAL AND GUESTS PERMITS.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE  
(REQUIRED IF APPLICANT IS A TENANT)

\_\_\_\_\_  
DATE

## **PREFERENTIAL PARKING RULES AND REGULATIONS**

Preferential Parking Permits are issued to residents of designated Long Beach parking impacted areas. For each residential permit, proof of residency **and** registered ownership of vehicle will be requested. If the vehicle registration has the district residence address, that is sufficient proof of both residency and ownership. If, however, the vehicle registration does **not** have the district address, then a copy of a valid driver's license or utility bill showing that the registered owner of the vehicle resides in the district is necessary. For a guest preferential parking permit, only proof of residency is required.

Preferential parking permits are of three (3) types: residential preferential parking permits, guest preferential parking permits, and temporary preferential parking permits. Except for guest preferential parking permits, the permit must reflect the license number of the vehicle for which the permit is issued. Preferential parking permits may be issued only for passenger vehicles, pick up trucks, and vans, and only upon application of a person whose legal address is in a preferential parking district. Permits are only valid for the district shown on the permit.

### **LOCATION**

For your convenience, you may request a preferential parking application be mailed to your address. You may also come in person to the Parking Citations counter at City Hall located at 333 W. Ocean Boulevard, Lobby Level, Long Beach, between the hours of 7:30 am and 4:30 pm.

### **ALLOWABLE NUMBER OF PERMITS**

Each household is allowed up to three (3) residential permits and one (1) guest preferential permit per year. Temporary preferential permits may be issued for bona fide guests of residents of preferential parking districts and are valid for no more than seven (7) days. These permits are issued either at the Parking Citations Section in City Hall or at a City Council Office.

### **TERM OF PERMIT**

Except for temporary preferential parking permits, each preferential parking permit shall be issued on a calendar year basis, and each permit shall expire at midnight on December 31<sup>st</sup> of the year for which it was issued. Permits may be renewed annually by mail. Each applicant must sign the application agreeing to the terms listed herein. Any person whose preferential or guest parking permits have been revoked shall not be issued a new permit until expiration of a period of one year following the date of the revocation and the person has made required application and paid required fees.

### **PERMIT FEE**

The annual permit fee for each residential preferential permit or guest preferential permit is \$32.00. Permits issued after March of each year will be prorated to the number of quarters remaining in the year. There is no fee for temporary permits.

### **REPLACEMENT PERMITS**

Replacements are allowed one time only with payment and satisfactory evidence that the vehicle or permit has been stolen and a copy of the Police Report is submitted. If you sell your vehicle and purchase a new vehicle, you need to return the original permit and pay the prorated fee amount for a new permit. You also need to show the registration for the new vehicle. (Replacements will not be allowed on guest permits.)

### **PLACEMENT OF PERMITS**

Preferential parking permits must be affixed to the **left rear bumper** of the vehicle. Guest permits must be hung from the rear-view mirror only. If a current permit is not displayed in the correct location, the vehicle may be issued a valid citation. Permits to be displayed from the rear-view mirror should be removed when the vehicle is in motion.