

APPLICATION FOR HANGTAG PARKING PERMIT(S)

Send mail orders with payment to:
Madison Parking Division
P.O. Box 2986
Madison, WI 53701-2986

PLEASE PRINT OR TYPE

Business/Company Name	Phone
Address	
(Street Address)	(City)
(State/Zip Code)	
Name of person applying for permit(s)	

This permit allows vehicles used in performing construction, repair or service work in the immediate vicinity of the parking area, and work vehicles necessary for loading, unloading or storing of tools or supplies used in this work, to park in excess of the time limit posted on the parking meter.

Permits may not be used at meters with a time limit of 30 minutes or less, at meters which are loading zones between 7am-11am, or at meters during times when parking is not allowed for any other reason.

Tampering with a permit will be grounds for revocation or suspension of the right to use the permit(s) and may require the return of unused permits. Additionally, any person or firm misusing or tampering with a permit shall be subject to a forfeiture of not more than \$200 for each act of tampering or each day or fraction thereof of improper use.

No. of Full Day Permits (\$18 each): _____	No. of Half Day* Permits (\$10 each): _____	Shipping Fee** (Applied to mailed orders): _____
Method of Payment: Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		

Notes:

- Checks to be made payable to City Treasurer
- Credit Card orders only can be faxed to 267-1158

* HALF-day times are:
 Morning: 8am to 1pm
 Afternoon: 1pm to 6pm

**See USPS website for Small Priority Flat-Rate Box shipping charges for mailed orders:

- 0-150 permits are shipped in 1 box
- 151-300 permits are shipped in 2 boxes
- 301-450 permits are shipped in 3 boxes

Card Number:	
CVC Number:	Expiration Date:
Card Holder Name (if different from above):	
Card Billing Address (if different from above):	
Authorized Signature:	

- 1) Permits may be purchased individually or in bulk; in person, by mail* or by fax.
 - Mail orders: Send both copies of this signed/completed application with check or complete credit card information to the address at the top of this page. Do not send cash.
 - Fax orders (for credit card orders only): Fax your signed/completed application to 267-1158. Make sure all necessary card information is included.
 - In-person orders: Between the hours of 7:30 a.m. and 4:15 p.m. weekdays, you may obtain permits in the Parking Division office, 215 Martin Luther King Jr. Blvd, Suite 109, Madison, WI. If you have any questions, you may reach us at (608) 266-4761.
- 2) The permit exempts only the vehicle in which it is displayed.
- 3) The permit holder is responsible for scratching off the required information on the permit in accordance with instructions provided.
- 4) Permits are valid for only the date indicated on the permit.
- 5) No person may alter or use a permit with an altered expiration date. There are no refunds for altered or improperly scratched off permits.
- 6) A permit does not guarantee that a parking space will be available at any specific location.
- 7) Permits must be placed on the rearview mirror only when the vehicle is parked.
- 8) All stopping, standing and parking restrictions remain applicable to vehicles with permits.
- 9) The Parking Manager or their designee may withdraw the right to use a permit on any street if traffic, parking or weather conditions warrant.

"I have read and understand the above requirements."	
Signature of Applicant _____	Date _____

DO NOT WRITE BELOW THIS LINE

# Full Day _____ x \$18	\$ _____
# Half Day _____ x \$10	\$ _____
Shipping	\$ _____
Total	\$ _____

Paid by: Cash Check Credit

Permit(s) # _____	To # _____ (HANGF)
Permit(s) # _____	To # _____ (HANGH)
Pickup <input type="checkbox"/>	or Sent _____ (date)
Cashier _____	