



## RESIDENTIAL PARKING ZONE AND/OR VISITOR PERMITS APPLICATION

City of South Bend – Board of Public Works  
215 S. Dr. Martin Luther King, Jr. Blvd  
Suite #400  
South Bend, IN 46601

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### USE OF VISITOR PERMITS AND PARKING PERMITS IN RESTRICTED RESIDENTIAL PARKING AREAS

- A residential parking permit may be issued to each licensed driver that resides in a residential zone. Licensed drivers must show proof of residency. If driver's license does not have current address, proof of residency (ie. utility bill, lease, etc.) must be provided. Our office also needs a copy of each vehicle registration.
- Parking permits shall be affixed visibly in the window of your vehicle.
- If a new vehicle is purchased to replace an old vehicle, a new residential parking permit must be obtained.
- Any person parking on the street in a restricted residential parking area must either have a residential parking permit or a valid visitor permit.
- Only two (2) visitor permits will be issued per residence. No replacement permits will be issued if lost or misplaced.
- New visitor permits may be issued every three (3) years. At that time, any visitor permits will be issued for those that have been misplaced or lost.
- Visitor permits may be used while visiting a resident in a restricted residential parking area.
- Visitor permits are only valid for the street shown on the face of the permit.
- Visitor permits may not be duplicated, transferred or altered. Duplicated, transferred or altered visitor permits will not be honored and vehicles will be ticketed and/or towed.
- A visitor permit does not authorize parking in handicapped spaces, in front of yellow or red curbs or driveways, or in any other no-parking areas. Such violations will be dealt with appropriately.
- Contact the Traffic Bureau of the Police Department for parking enforcement (235-9306).

**APPLICATION  
RESIDENTIAL PARKING DECAL AND/OR VISITOR PERMIT(S)**

**Proof of Residency Required Vehicle  
Registration Required**

DATE OF ISSUANCE: \_\_\_\_\_

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

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

PROPERTY OWNER: \_\_\_\_\_ TENANT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VEHICLE	VEHICLE MODEL	VEHICLE MAKE	VEHICLE YEAR	LICENCE PLATE NO.	PERMIT NUMBER
NO.1					
NO.2					
NO.3					
NO.4					

Residential Parking Permits are renewed in March every five years (2016, 2021, etc.). It is the resident's responsibility to renew parking permits before the expiration date listed on the permit. If you do not renew or obtain new parking permits, you are liable for any parking tickets that may be issued.

By signing this Application, you agree to all the terms that apply from the information section of this sheet, the terms of the applicable Municipal Code and the initial application for residential parking in the affected area.

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**VISITOR PERMIT(S)**  
Only two (2) Permits Per Address

No. 1 \_\_\_\_\_ Date of Issuance \_\_\_\_\_

No. 2 \_\_\_\_\_ Date of Issuance \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_