Special Parking Permit Application Instructions

*Note: Effective September 24, 2018, all permit applications must be completed electronically using the web submittal form. Three (3) business days following the application submittal is required to process permit.  New Web Link:  https://requestparkingpermit.dmgov.org/

Purpose
Special parking permits are issued by the Traffic and Transportation Division of the Engineering Department and are intended to provide for services or needs of an infrequent or unique nature. Examples include utility work, construction, special events, etc. More detailed information about special parking permits may be found in the Municipal Code, Sections 114-361.18-21.

Completing the Special Parking Permit Application
- Contact Information: List the contact information for the person to be contacted with questions and billing.
- Start Date: Enter the date you want the parking reservation to begin. The start date must be a minimum of three days from the date you submit the application (ex. if reservation is needed on Friday, September 28th, the application must be submitted on Monday, September 24th). Applications will not be accepted more than 30 days in advance of the requested start date.
- End Date: Enter the date you want parking reservation to end. Reservations are full days only. The end date must not exceed 30 days from the start date. If you require a permit longer than 30 days, you will need to reapply shortly before the existing permit expires.
- Location Type: Check all applicable types. Example: If you want to locate a dumpster in a metered parking area, check both “Metered Parking Area” and “Dumpster”.
- Meter Number to Add: If you are requesting a permit within a metered area you must enter the meter numbers. Meter numbers can be found on the street side of the meters or on the interactive parking meter map .
- Location Description: This should include street name, side of street, and adjacent streets or block number. For example: E Locust on the south side between E 4th Street and E 5th Street.
- Reason (Type of Work): Indicate the reason the permit is needed. Examples may include: utility work, construction project, special event, funeral, etc. If the reason for the work is associated with a Building Obstruction Permit or ROW Permit, include that permit number in this field.
- Additional Comments: Enter any other information pertinent to the permit. Example: “meters will need to be removed for construction. “Click the “SUBMIT” button at the bottom of the screen. The form has now been uploaded for review by City staff. You will receive a confirmation that your permit has been submitted.

Permit Review and Issuance
- Once submitted, staff will review the application form.
- A $25 non-refundable application fee is required for all special parking permits. Additional fees apply in metered parking areas and are calculated based on the daily meter rate for that area.
- If approved, the applicant will be contacted via e-mail with the permit fee amount.
- Payment must be received two days prior to the permit start date. Permits will not be issued and meters will not be bagged if payment is not received by this time.
- Payments may be made at the Traffic and Transportation Division office or by phone (515-283-4973). Only Visa or Mastercard are accepted.
- Permits will be issued once payment is received.
- In non-metered areas, additional signage must be installed by permit requestor. The cost is $2.50 per sign. Signage can be picked up at T&T offices in City Hall – 2nd floor.