

**ILLINOIS STATE UNIVERSITY
OFFICE OF PARKING AND TRANSPORTATION
DEPARTMENTAL BUSINESS PERMIT APPLICATION FORM**

All permits requested will be billed to each department at the current business permit rate. The rate for the FY18 business permits is \$164.00 per permit. Please read the important information below regarding the proper use of the business permit. Please note that business permits are issued to each department and not to individual faculty or staff members.

Complete the questions below in full to avoid processing delays. Incomplete forms will be return for proper completion. The form must be completed and signed by individuals authorized by their department head to request the permits and authorize payment for the permits.

Date: _____

Number of permits you are requesting: _____

Requestor Name: _____

Your Department: _____

Campus Box Address: _____

Requestor Signature: _____

Return this completed form to the Office of Parking and Transportation at Campus Box 9250.

IMPORTANT INFORMATION REGARDING USE OF THE BUSINESS PERMIT: Business permits are valid in business spaces for short term parking only (up to 2 hours). Business permits are also valid in meters and pay lots for up to two hours with no fees charged. Time spent in pay lots that is in excess of the two hour business permit time allowance will be charged at the regular hourly rate. Time spent at a meter that is in excess of the two hour limit allowance must be compensated by paying the meter. Alternate parking with the business permit is available in faculty/staff and commuter lots with no time limit. Overnight parking is not allowed with the business permit. Business permits are also valid in red reserved spaces and reserved zones from 5 p.m. to 4 a.m. These permits are not valid in service vehicle spaces or white reserved spaces. The business permit is not intended to be used in place of a faculty/staff permit for long term parking. Faculty and staff using the departmental business permit must also display their individual faculty/staff or reserved space/zone permit.

BUSINESS PERMIT USAGE ON CAMPUS IS CLOSELY MONITORED AND THE TIME ALLOWANCES ARE STRICTLY ENFORCED. The purpose of the business permit is for short term parking to facilitate the business needs of many areas on campus. Moving of vehicles between business permit spaces within a lot to reset the time limit is contrary to the purpose of the business permit program. Time limits will not be reset when a vehicle moves from one business permit space to another with the sole purpose of attempting to gain an additional two hour time allowance. Similarly, exiting the business permit space and returning to it with the sole purpose of renewing the time limit is not acceptable and the time limit will not be reset. Vehicles displaying business permits that are found to be engaging in this activity will be cited with overtime violations.

Business permits must be displayed when parked in the business permit spaces. Vehicles failing to display the permit will be subject to citation. If a valid business permit is presented, the violation may be reduced to \$5.00 but it will not be removed.

If you have a special need or circumstance please contact the Office of Parking and Transportation. Thank you for your cooperation.