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 FY13 business permits is $160.00 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: __________________________________________________________________________

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. The business permit is not intended to be used in place of a faculty/staff permit for long term parking. These 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. BUSINESS PERMIT USAGE ON CAMPUS IS CLOSELY MONITORED AND THE TIME ALLOWANCES ARE STRICTLY ENFORCED. USERS ARE SUBJECT TO CITATION FOR ANY VIOLATIONS.