How to complete this form

1. Read the Residential Parking Permit Guide before completing this form
2. Ensure that all fields have been filled in correctly and completely
3. Once completed this form must be submitted in person to City Hall 24 Eagle Street – Room 202

**Part 1: Permit Information**

1. Which type of permit do you require (check all that applies)?
   - [ ] Resident
   - [ ] Visitor
   - [ ] Business
   - [ ] Health Aide
   - [ ] Contractor (temp)
   - [ ] Transient - Exp. Date ______

   (One Visitor Permit per House Hold)

2. Which type of permit are you applying for?
   - [ ] New
   - [ ] Renewal
   - [ ] Transfer

**Part 2: Applicant Information**

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ____________

Business Name: ___________________________ Business Address: ___________________________

Address: ____________________________________________ (Street Name) ____________ (Apt.)

City: _______ Albany ___________ State: ___________ New York ___________ Zip: ____________

Contact Name: ___________________________ Email Address: ___________________________

Home Phone #: (____) ___________________________ Mobile Phone #: (____) ___________________________

Office Phone #: (____) ___________________________ Fax Phone #: (____) ___________________________

*IMPORTANT NOTE: Residential Parking Permits DO NOT exempt you from having to pay meter fees during enforcement times (Mon-Fri 8:00 am to 5:00 pm).
Part 3: Vehicle Information
If the application is not the owner of the vehicle please complete Vehicle Affidavit Form

State: ___________________ Plate # ___________________

Type: [ ] Passenger [ ] Truck [ ] Van [ ] Motor Cycle [ ] Bus

Make: ___________________ Model: ___________________

Registration Exp: ______/______/_______ Year: _________ Color: _______

Part 4: Address Verification BELOW IS FOR OFFICIAL USE ONLY

All Applicants must present a valid Driver’s License and Vehicle Registration. The address must be verified by One of the following documents below. Electronic documentation acceptable. We do not accept pay checks or pay stubs.

[ ] Drivers License (Mandatory) [ ] Mortgage/Deed/Lease [ ] Letter (Landlord/employer-notarized) [ ] Phone Bill

[ ] Car Registration (Mandatory) [ ] Tax Bill [ ] Satellite/Cable T.V. Bill [ ] Insurance Policy/Bill

[ ] Closing/Escrow document [ ] Gas/Electric Bill [ ] Credit Card Statement [ ] Water Bill

[ ] (Landlord may accompany resident, with proof of Ownership documentation) [ ] Contractor Agreement

Part 5: Application Affidavit

It is a violation of the City of Albany Municipal Code Chapter 359 and article VIII to allow use of a permit for commuter parking. I declare that the information is true and correct. I declare that I have read and understand the penalty provisions under article VIII of the Residential Parking Permit System which provides, in part, that permits are not transferable and it is a violation to sell, transfer, exchange, or produce copies of these permits. It is also a violation to use these permits outside of the zones to which they are issued. Please be advised that all Emergency No Parking and Snow Emergency No Parking Rules and Regulations supersede the rules of the Residential Parking Permit System. Additionally, alternate side parking will still be enforced in all Residential Parking Permit Zones, as it has been done in the past. On street parking regulations that have also been in place in the past still exist and must be complied with in addition to the Residential Parking Permit System.

Signature ___________________ Date ______ Zone/Permit Area ___________ Clerk Initials ___________

*IMPORTANT: Residential Parking Permits ONLY exempts you from moving your vehicle every 2 hours. All other Parking Regulations must be complied with in addition to the Residential Parking Permit System. Residential Parking Permits DO NOT exempt you from having to pay meter fees during enforcement times (Mon-Fri 8:00 am to 5:00 pm).