

Parking Meter Permit application process.

Before we begin please be aware that the Citizen access portal uses pop-ups. If you have a pop-up blocker active, please disable it.

Parking Permits are issued by [Transportation](#), but Meters are bagged by [Compliance](#).

If you have any issues with Meters not being bagged, Transportation can't help you, you will need to contact Compliance 801-535-6628. If you call Transportation all we can do is contact Compliance.

If you have issues with the reserved parking not being available and it is after hours or on a weekend, please send an email to Techpermit@slcgov.com so we are aware of the issue. If you call us 2 days after the fact and want a refund, we will not be able to help you.

Transportation does not "Reserve" Restricted parking. If the parking area is in high demand and you need to block it with traffic control devices you will need to obtain a Traffic control permit.

If someone is parked in the space you have reserved you can park in any other **parking meter** stall until Compliance has moved the vehicle. Do not park in any other type of parking besides a meter.

Application for a Parking Meter permit does not guarantee that the spaces will be available.

If a stall is not available, we will reach out to you to find out if another stall will be suitable for you.

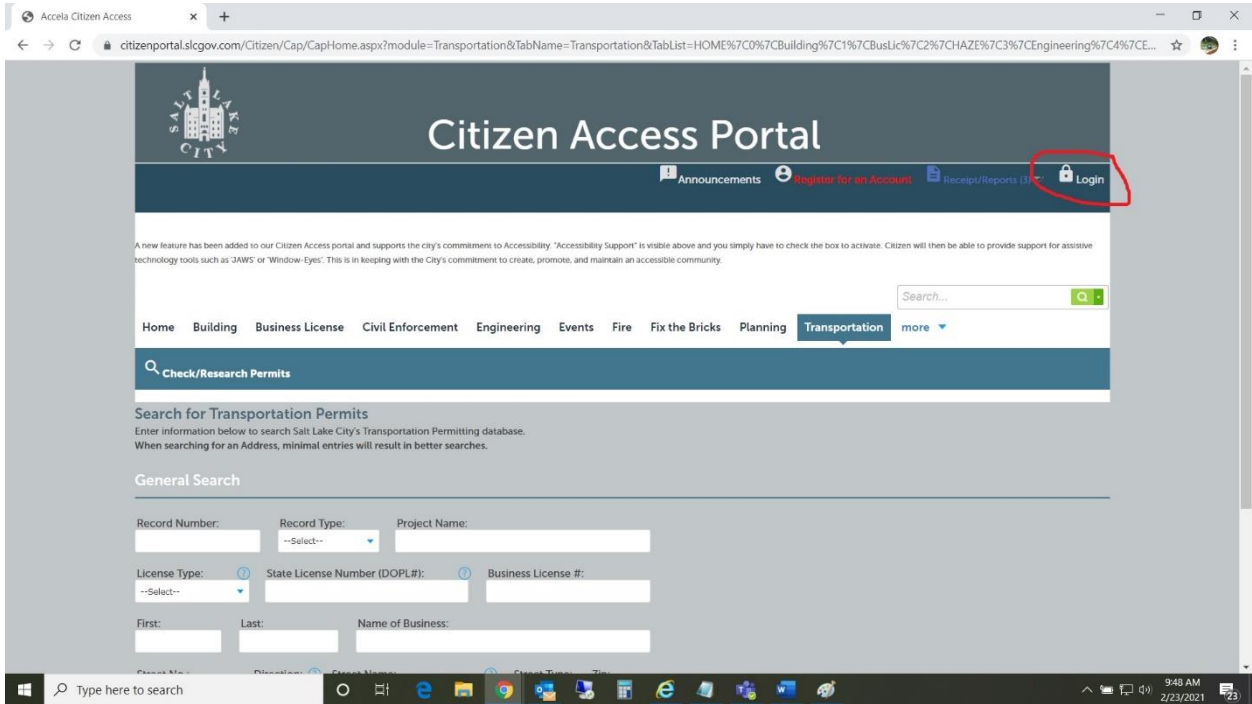
If you are reserving parking for a Food Truck, we can only issue one permit per block face for any given day for a Food Truck.

Transportation will not issue Parking Meter permits more than 30 days in advance without a FILM, EVNT or BLKP permit having been applied for in advance. Those permits can be applied for through [SLC Special Events](#).

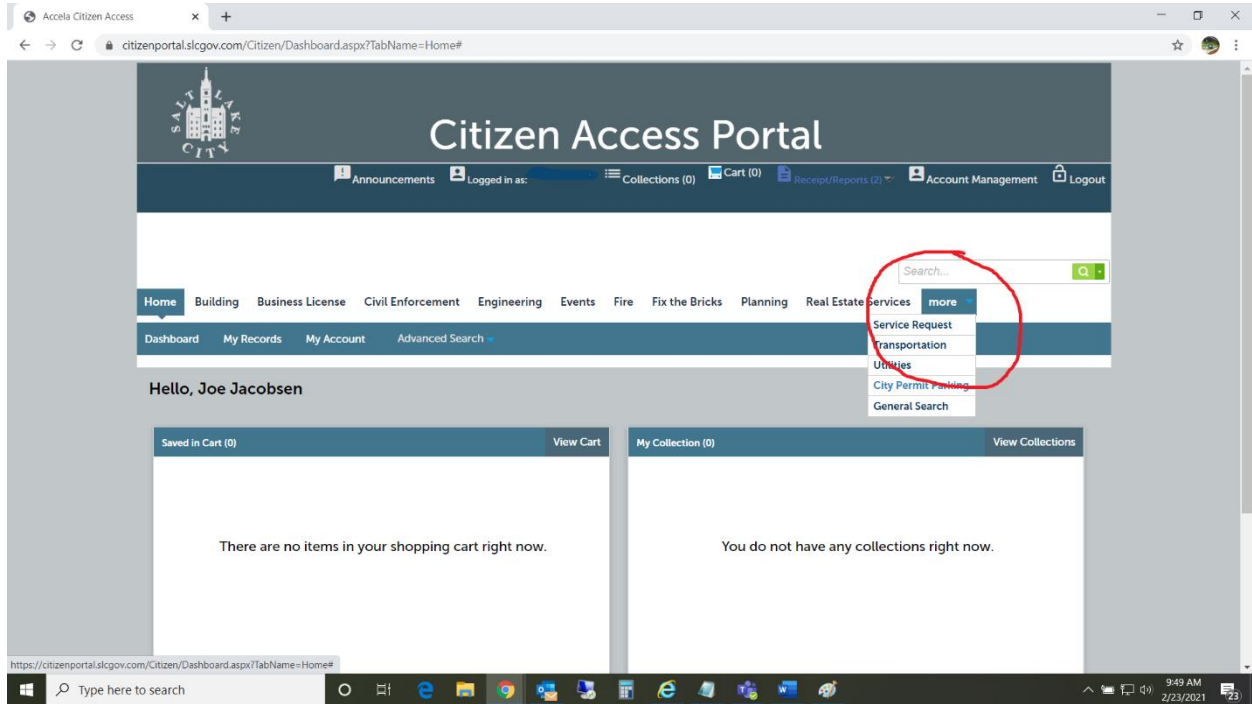
1. Follow this link.

[Apply for a Transportation Permit](#). (Traffic control and Non-Resident parking permit)

2. Log in. The log in link can be found in the top right portion of the page. If you do not have an account, click the "Register for account" link.

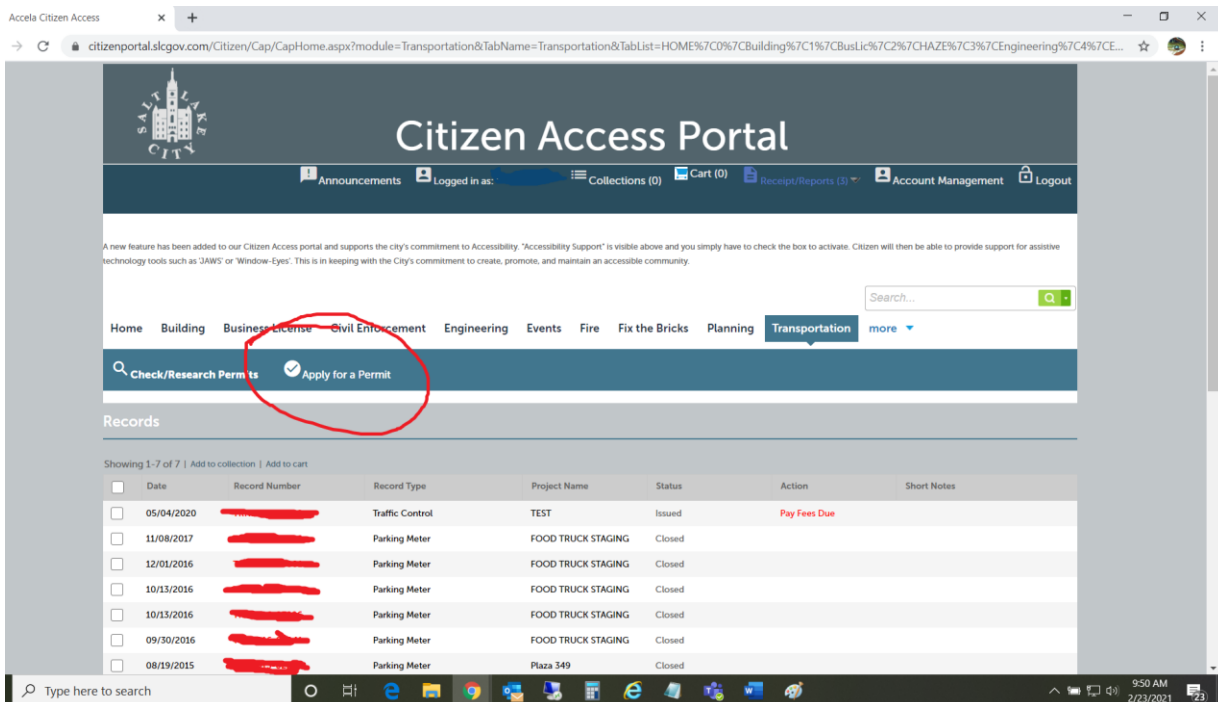


Once you have logged in, you are pushed back and must choose the “More” link, followed by “Transportation”.



If you are Applying for a Traffic control and a Parking Meter permit (Dumpsters, Construction, Moving containers) you will need to apply for the Traffic control permit first.

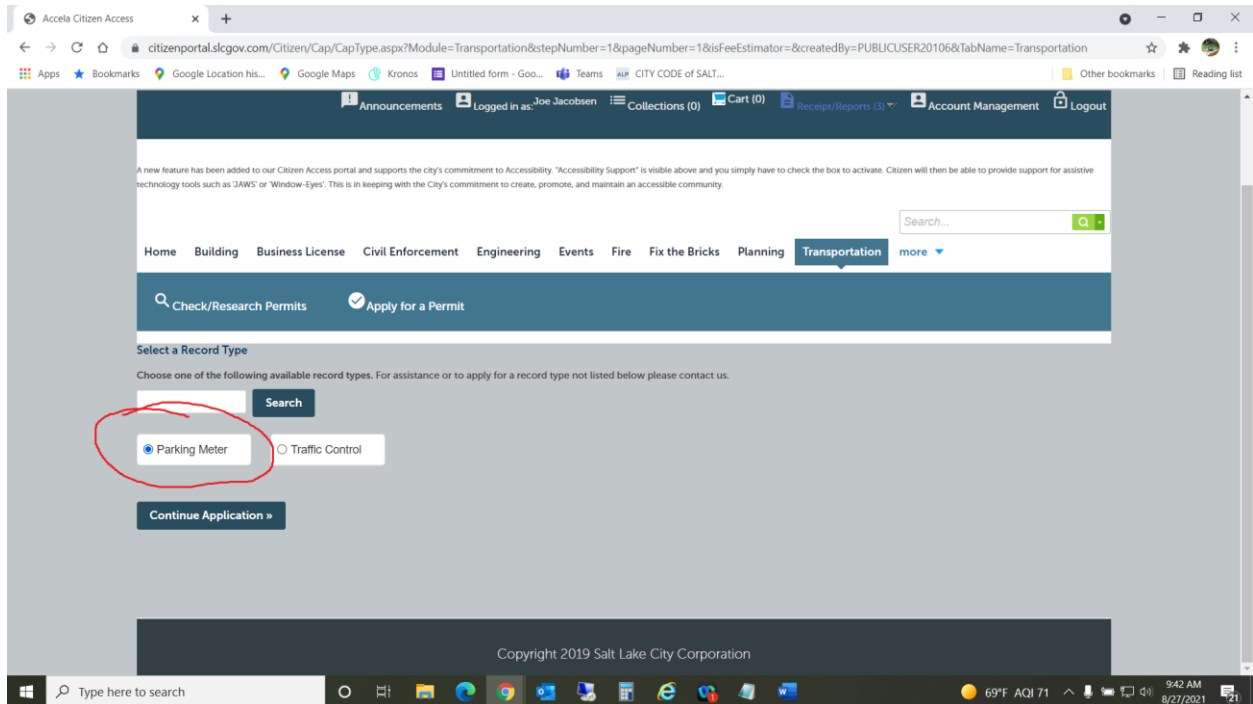
1. Click “Apply for a permit”.



Check the box that reads “I have read and accepted the above terms”. You really should read it.

Then click “Continue application”.

Choose “Parking meter” (this is for all Restricted parking. Meters, 1 hour, 2 hour, and any Residential parking areas. Click “Continue application”.



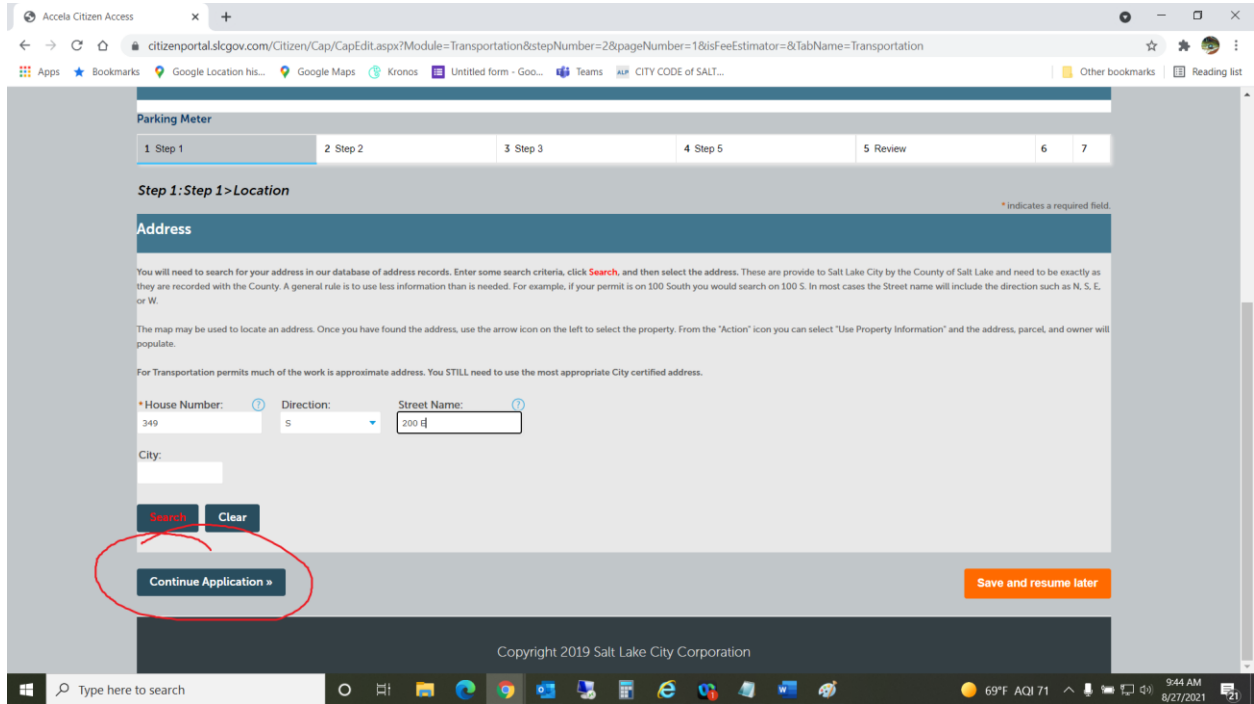
This will take you to the “Step 1” Address.

This address should be the Physical address of the parcel you will be working at. Usually the Street address, but sometimes it isn't.

Add the “House Number” For this example I'll use my office. 349 S 200 E

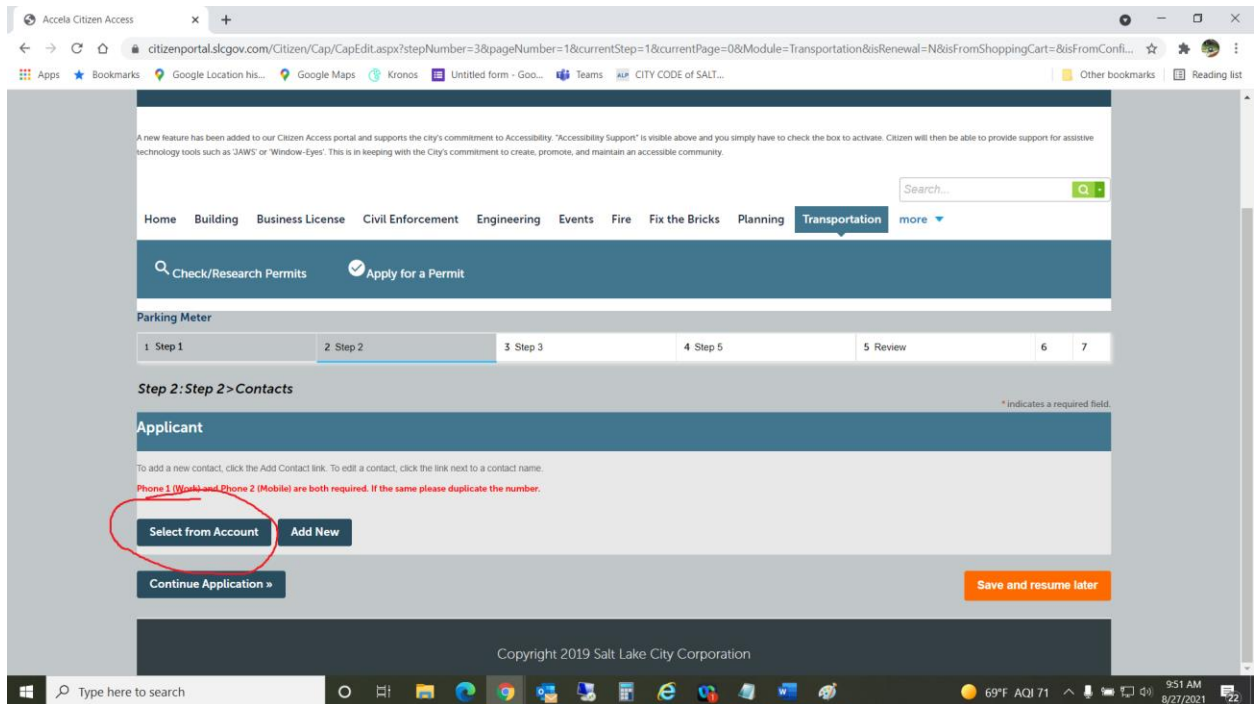
So, the house number is 349. The Direction is S, and the Street name is 200 E

You are given the options of “Search” and clear. The search function works most of the time, but not always. Just click “Continue application”.

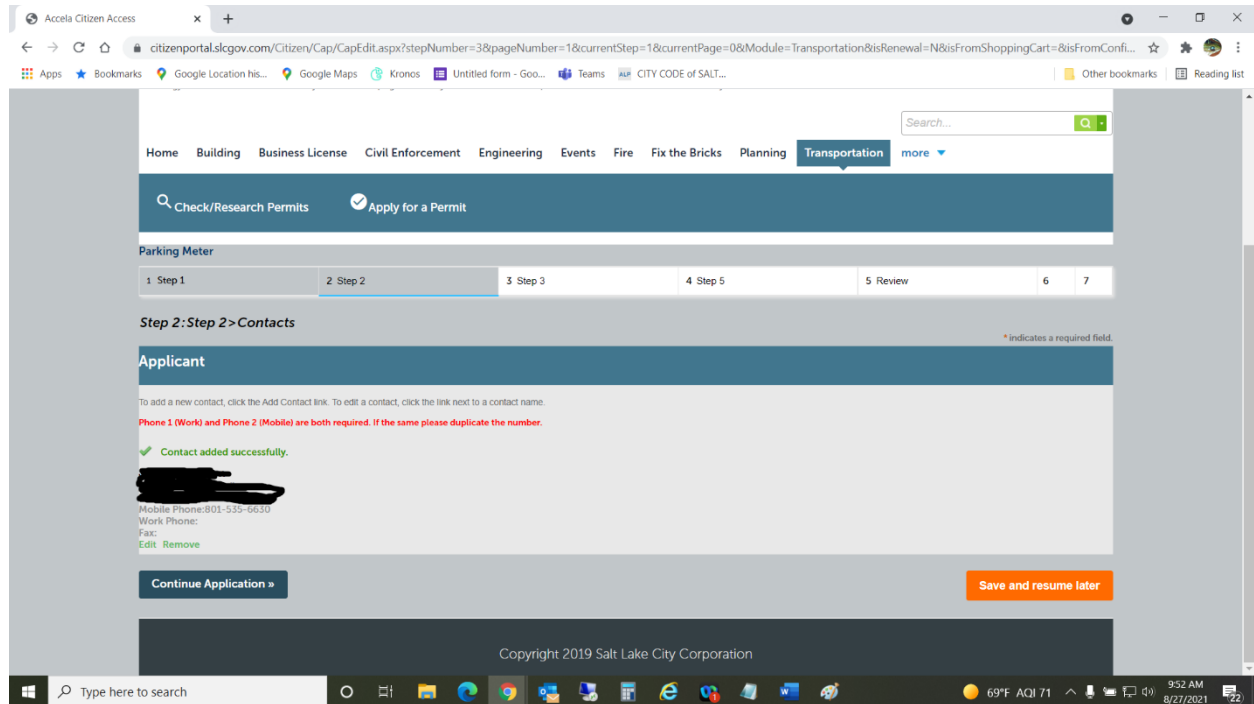


This takes you to "Step 2" Contacts.

Click "Select from account"



Choose the contact from the list.



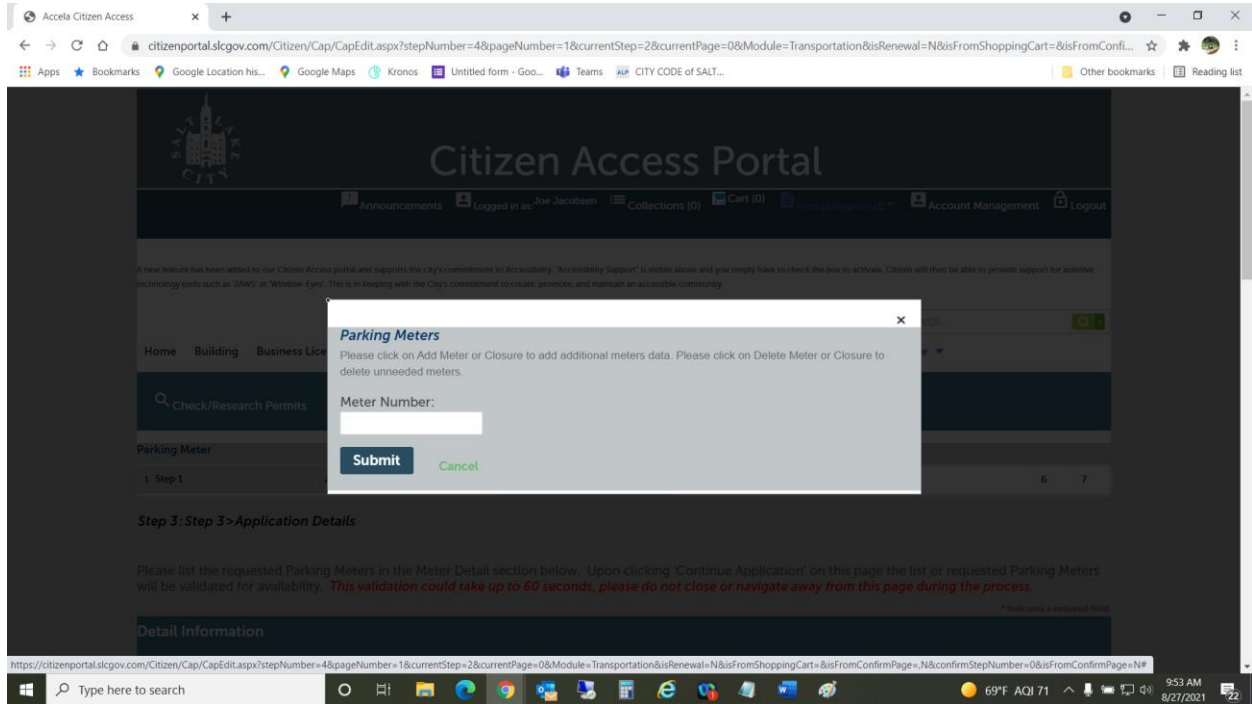
Both phone number are required. I would prefer to see the number of the person who would be on site so if there are any questions, I can talk with them directly and not have to call multiple people to get an issue resolved.

Click “Continue Application”

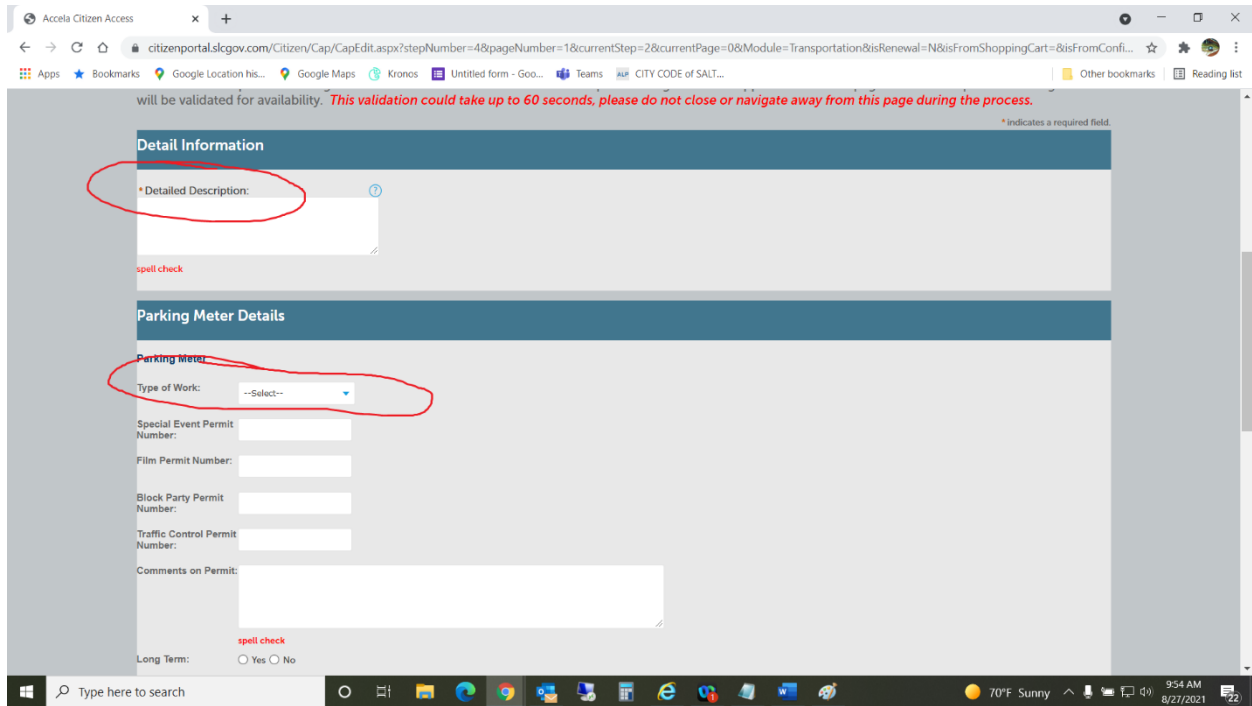
Step 3 “Application detail”

This should be the first of the Pop-ups.

It will ask for a Parking Meter Number



If this is for Restricted parking, you can close the pop-up window by clicking the X.



It is going to ask for a "Detailed Description", Please be detailed. If I have any questions about what you are using the parking for, this will help clear up any of those questions.

It will ask for a start and end date, as well as what side of the street the Meter or Restricted parking is on.

The screenshot shows a web browser window with the URL `citizenportal.slcgov.com/Citizen/Cap/CapEdit.aspx?stepNumber=4&pageNumber=1¤tStep=2¤tPage=0&Module=Transportation&isRenewal=N&isFromShoppingCart=&isFromConfi...`. The page contains several form fields:

- Reservation From Date:** A date picker field.
- Reservation To Date:** A date picker field.
- Type of Parking:** A dropdown menu with "--Select--" selected.
- City Project #:** A text input field.
- Meter Address Location:** A text input field with a placeholder "Approximate Address of the meters. Street address only."
- Meter Side of Street:** A dropdown menu with "--Select--" selected.

Below the form is a section titled **Meter Detail** with a sub-section **Parking Meters**. It contains the text: "Please click on Add Meter or Closure to add additional meters data. Please click on Delete Meter or Closure to delete unneeded meters." Below this, it says "Showing 0-0 of 0".

Under the **Parking Meters** section, there is a table with the following structure:

Meter Number
No records found.

Below the table, there are three buttons: "Add a Row" (highlighted with a red circle), "Edit Selected", and "Delete Selected".

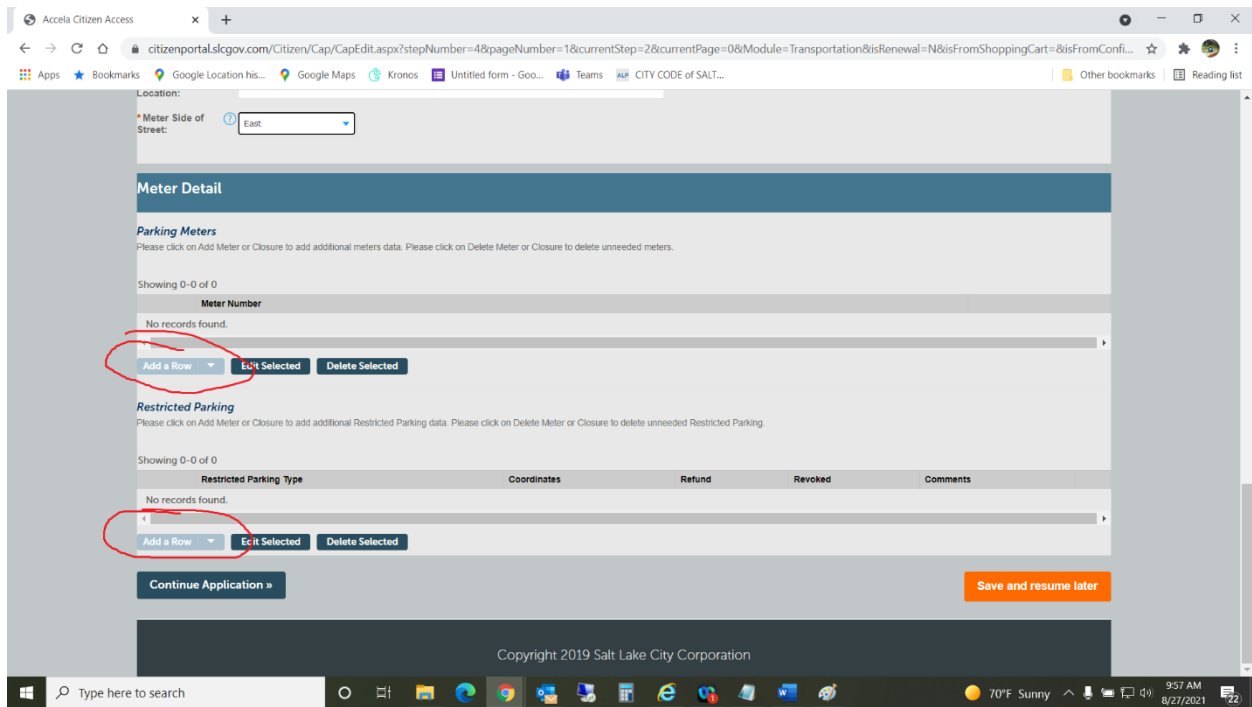
Below the table is a section titled **Restricted Parking** with the text: "Please click on Add Meter or Closure to add additional Restricted Parking data. Please click on Delete Meter or Closure to delete unneeded Restricted Parking." Below this, it says "Showing 0-0 of 0".

At the bottom of the page, there is a table with the following columns: "Restricted Parking Type", "Coordinates", "Return", "Revoked", and "Comments".

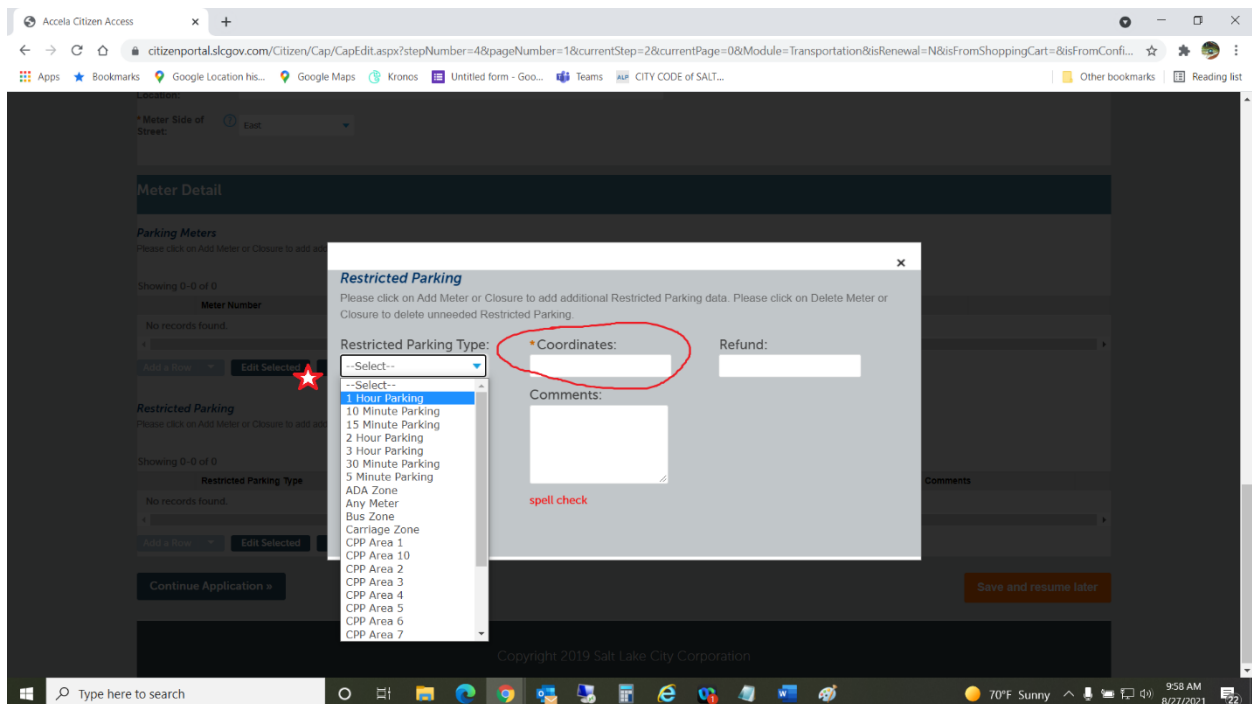
If you need to add more than one Meter or Restricted Parking type, click "Add a Row".

It is greyed out, but it does work.

Multiple vehicles in a Restricted parking area will require you to add a Row for each vehicle. Restricted parking is charged by the vehicle.



Restricted parking has several options. Choose the appropriate type, and include the address of this parking area.



Once you have completed the section asking for the parking type or meter number, click continue application. It will take you to Step 6: Pay Fees. **A fee will not be issued to the permit until after Transportation staff process it. At this point the permit will have a \$0.00 fee. Click "Check out".**

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Restricted Waiver - Movie	0	\$0.00
Restricted Waiver - Non Profit	0	\$0.00
Restricted Waiver - Standard	1	\$0.00
Traffic Control Extension NO FEE	1	\$0.00
Traffic Control City, No Fee	1	\$0.00
Block Party Permit, No Fee	1	\$0.00

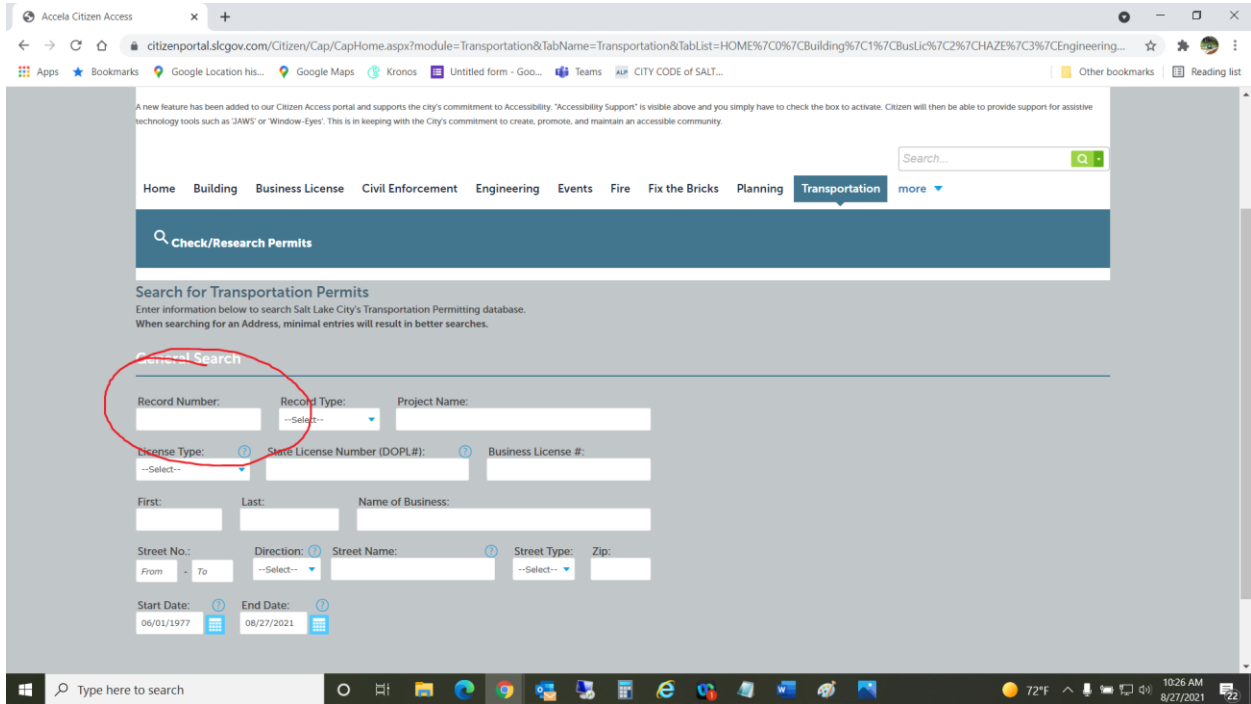
TOTAL FEES: \$0.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out >

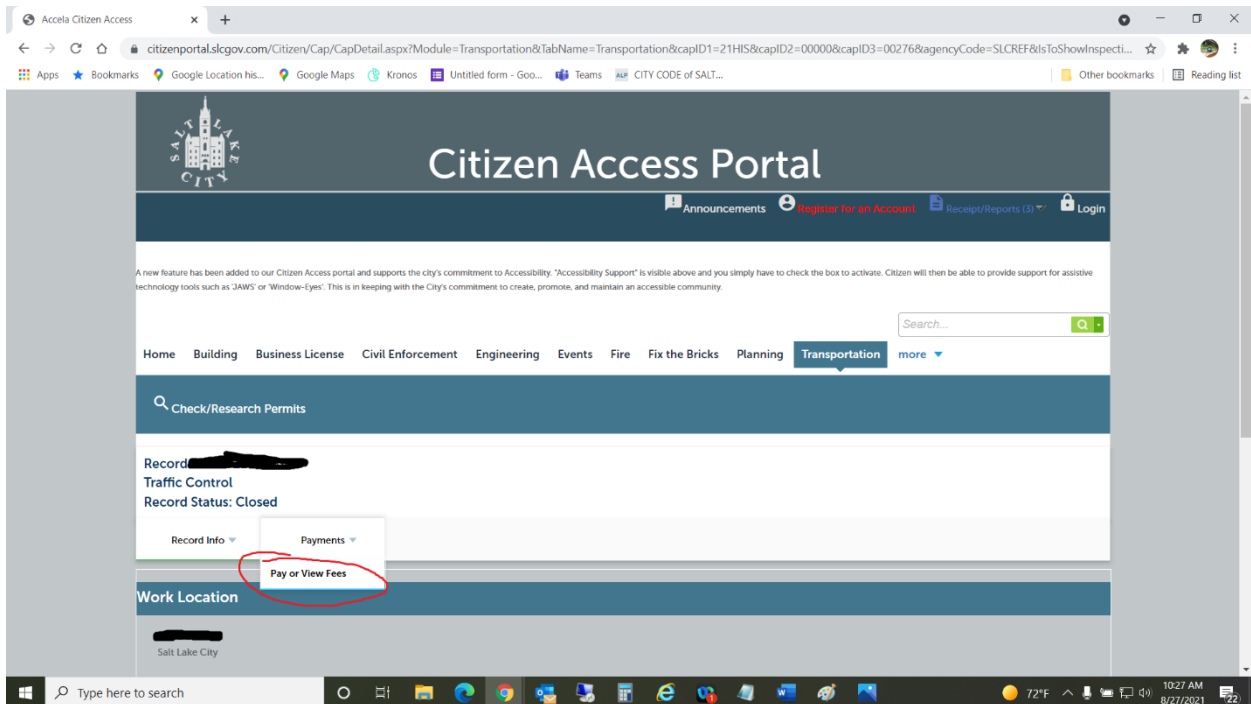
Copyright 2019 Salt Lake City Corporation

The Permit is not submitted to Transportation until you have completed the Checkout process. The permit number should be a TRN prefix, if it is a 21TMP, it is in a temporary status, and is not accessible to Transportation Staff.

Once the permit is issued you will receive an email from SLCOneStop@accela.com. This email will provide a link to follow to pay for the permit. The easiest way I have found to quickly pay for a permit is to go to [The Citizen access portal](#), type in the Permit Number and hit enter. Do not include any other information than your Permit number.



Once you have hit enter it will bring up your permit. Then click **“Payments”** then **“Pay or View Fees”**.



Please double check that the permit you are paying for is your permit. The system will allow anyone to pay for any permit. The refund process is not as easy as double checking the permit number before you pay the fees.

Once the fees have been paid, you will be able to log back into your account and download the permit.

