



Department of Public Works / Parking Services
210 Lottie Street, Bellingham, WA 98225
Telephone: (360) 778-7780 ♦ Fax: (360) 778-7781
Email: parksmart@cob.org

Parking Permit Application Instructions

A parking permit can be obtained by coming into our office, completing a Permit Application, and paying the fees. The process takes 10 to 15 minutes. If desired, you may complete the application in advance to expedite the process:

1. Fill out Sections I through III of the Permit Application form completely. If you fill in the form by hand, please **print legibly**.
2. Print the form.
3. Read the Permit Parking Terms on page 3 (keep for your records), and then sign and date the application in Section IV.
4. We invoice either monthly or annually. Check the box in Section IV to indicate your preference. If you pay for the calendar year in advance, you receive a 10% discount on the cost of the permit (discount not available for Cornwall Lot).
5. Bring the completed form to our office. Our hours are:
Monday to Friday from 8:30 AM to 4:30 PM,
except Wednesdays, we open at 9:30 AM.
Closed Tuesdays and Wednesdays from noon to 1:00 PM
6. We accept payment by check payable to "Parking Services–City of Bellingham," debit or credit card, or cash.
7. When you receive the permit, follow the permit display instructions on page 4 to apply the permit to your vehicle.

If coming to our office is inconvenient, the process can be done through the mail by completing (steps 1-4 above) and then mailing the application. If space is available in the facility you desire, we will set up your account and mail an invoice for the permit plus a \$20 security deposit. As soon as we receive payment, we will issue your permit. We will notify you if space is not available in the facility you desire and add your name to the waiting list for the next available permit.

Please contact us if you have any questions.

Thank you!
Parking Services Staff



City of Bellingham Parking Services Permit Application

Permit Number _____

CUSTOMER USE

Section I Billing Address:

(Please print legibly)

Annual Tab No.: _____

NAME:	DESIRED FACILITY:
MAILING ADDRESS:	PRIMARY USE: <input type="checkbox"/> Work <input type="checkbox"/> Residential
CITY/STATE/ZIP:	NORMAL HOURS PARKED:
DAYTIME PHONE: LOCAL PHONE:	E-MAIL ADDRESS (required for South Lot permits):
EMPLOYER & ADDRESS:	EMPLOYER CONTACT NAME:
BILLING FREQUENCY: <input type="checkbox"/> Monthly <input type="checkbox"/> Annual – 10% Discount	SEND INVOICE BY: <input type="checkbox"/> Mail <input type="checkbox"/> Email

Section II Personal contact information or permanent home address:

(Only if different from above)

NAME:	
HOME ADDRESS:	E-MAIL ADDRESS:
CITY/STATE/ZIP:	EVENING PHONE:

Section III Vehicle Information:

YEAR/MAKE/MODEL/COLOR:	VEHICLE LICENSE – NUMBER/STATE:
-------------------------------	--

Section IV Customer Signature:

I have received a copy of the Permit Parking Terms and agree to the rules as explained to me.

Customer Signature: _____

Date: _____

OFFICE USE

New Permit:	Days Paid: # Days () X Rate ()	
	Months Paid: # Months () X Rate ()	
	Sub-Total =	
	Annual Discount (10%) –	
	Sub-Total =	
Permit Exchange:	Alternate Permit (Limit 1 @ \$46.00) +	
Transfer from:	Sub-Total =	
Straight across transfer:	Sales Tax (8.7%) +	
<input type="checkbox"/> Yes	Sub-Total =	
<input type="checkbox"/> No, Pass Replacement Fee Paid	<input type="checkbox"/> \$20 Security Deposit <input type="checkbox"/> Waiver +	
	Inv. # TOTAL DUE =	
Payment Method: <input type="checkbox"/> Bank Card <input type="checkbox"/> Check/Cash <input type="checkbox"/> Invoice	TC# _____	<input type="checkbox"/> Credit on Account
Staff Initial/Date:	Entered Q-Books/Date:	Approved/Date:

CITY OF BELLINGHAM
Parking Services
Permit Parking Terms

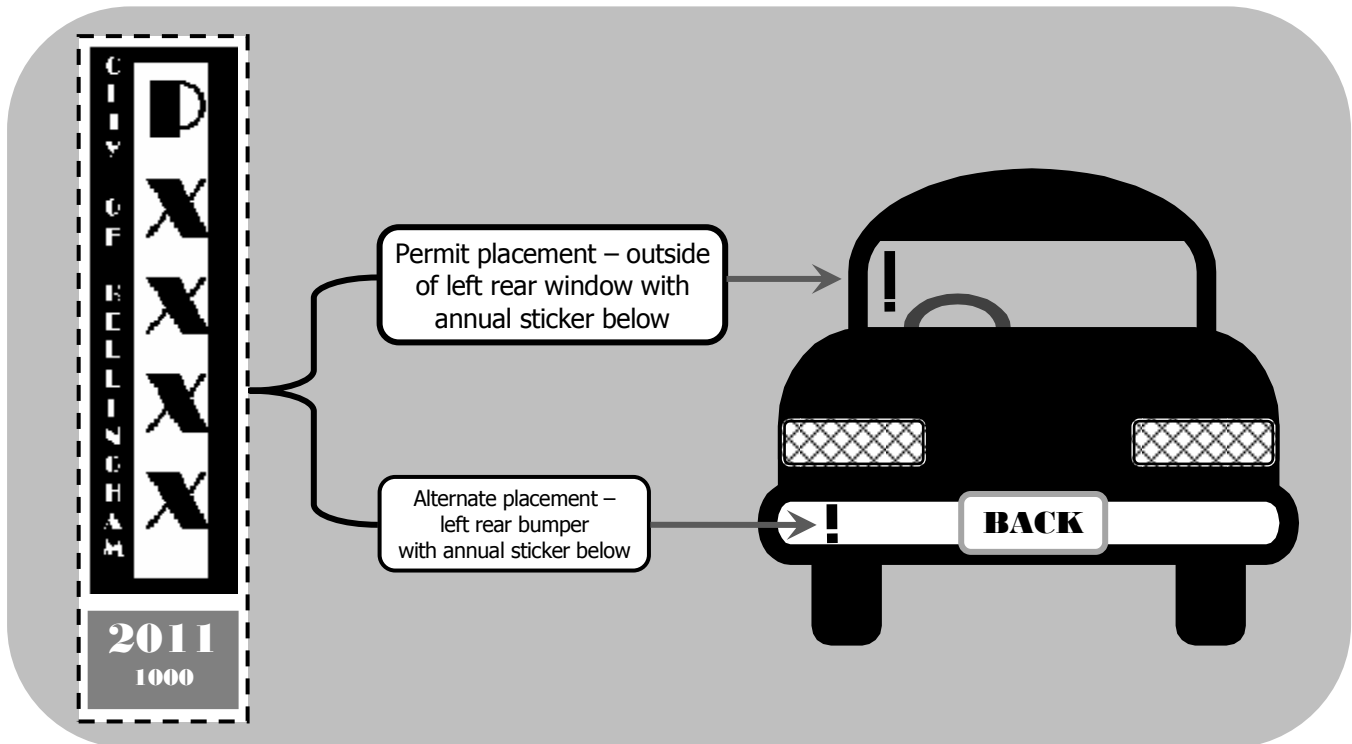
Contact us: 360-778-7780 or parksmart@cob.org
210 Lottie Street – Bellingham, WA 98225

The City cannot guarantee a secure facility. We shall not be responsible for loss or damage by third parties to vehicles or their contents.

- 1. Permit Display:** Both the permit and annual sticker must be affixed on the vehicle exterior as shown in diagram on the reverse. Enforcement officers cannot search for inconsistently displayed permits. Notify our office immediately if you park a vehicle without a permit: email, phone, or submit a "parked without a permit notice" at www.cob.org/parking. If you are mistakenly cited, we can ask that the citation be voided IF you notify our office no later than 5 days from the date the citation was issued. We cannot intervene once additional fees have been assessed.
- 2. Alternate Permits:** Alternate permits that transfer from vehicle to vehicle are available for an additional fee. However, only one vehicle registered to the account may be parked at a time. Alternate permits must hang from the rearview mirror.
- 3. Parking Areas:** Parking permits authorize you to park only in your designated area as shown below:
 - "P" – Parkade: Floors 2 through 5 in the garage at 1300 Commercial St.
 - "M" – Mezzanine: Accessed from the alley behind the Parkade
 - "R" – Railroad Garage: 1215 Railroad Ave. near Starbucks, 2nd floor only
 - "S" – South Lot: 1100 block of Railroad Ave. near Boundary Bay
 - "N" – North Lot: 1400 block of Railroad Ave. behind the Public Market
 - "C" – Central Avenue: West of Prospect St. near the Post Office
 - "W" – Cornwall Lot: Corner of Cornwall Ave. and Maple St. (month-to-month ONLY)
- 4. Parking Hours:** Parking permits are valid Monday through Friday from 7:30 a.m. to 5:00 p.m., excluding City holidays. During other times, parking is free and open to the public (with the exception of the South Lot that has parking restrictions). Though vehicles can always exit, entry to some facilities is blocked after hours, and on holidays and weekends.
- 5. Billing:** Invoices are mailed mid-month and **payment is due by the 1st**. Payment can be made by mailing a check, phoning us with your credit or debit card, through your bank's bill-pay service (payable to "Parking Services"), or with cash. Unpaid accounts are assessed a late fee on the 6th of the month. On the last business day of that month, delinquent accounts will be referred for collection and the permit will be terminated. Where a waiting list has been established, the space will be released for immediate resale.
- 6. Transfer:** If you change your primary vehicle, there is no fee to obtain a new sticker if you return your current sticker. Just scrape off the old one, bring or mail it to us, and we will issue a replacement.
- 7. Cancellation: You must notify us if you no longer require a parking permit or are no longer parking in the facility.** The cancellation notice must be submitted in writing: by letter to Parking Services, email to parksmart@cob.org, or in person. Charges continue to accrue on your account until the date we receive written notice. To be eligible for a refund of your security deposit, the permit sticker must be returned to our office within 5 working days of cancellation. Any credit balance remaining on your parking account will be refunded with your security deposit.
- 8. Security Deposit:** A \$20 deposit is required on each parking permit and is refundable as stated above. The deposit will be forfeited if the permit is lost, not returned within 5 days of cancellation, or revoked by this office.
- 9. Citations:** Bellingham Police enforce parking in our facilities. In addition to citing vehicles without permits, officers may also cite vehicles for backing into spaces, blocking two spaces, parking an oversized vehicle in a compact space, or displaying expired vehicle tabs.
- 10. Unattended Vehicles:** Our facilities cannot be used to provide vehicle storage. **Vehicles cannot remain in our facilities for longer than 72 hours without prior approval.** Vehicles left unattended for longer periods will be impounded.
- 11. GO SLOW:** The speed limit in our facilities is 5 mph—help us keep our facilities safe.

FAILURE TO ADHERE TO THE ABOVE PROVISIONS MAY RESULT IN REVOCATION OF YOUR PARKING PERMIT.
We appreciate your cooperation—please keep this form for your records.

Permit Display



To Apply:

1. Clean the outside of the window where the permit and annual sticker are to be affixed.
2. Remove the permit backing and press the permit firmly into place, smoothing out any air bubbles.
3. Remove the backing from the annual sticker and attach it below the permit. Subsequent annual stickers will be attached on top of this one – just like your annual license tabs.
4. If necessary, permits may be displayed on the rear bumper of the vehicle. In case of cancellation or transfer, removal from the window is easier.
5. Both the permit AND the annual sticker must be displayed on the driver's side of the rear window or bumper for the permit to be valid.

To Remove:

1. Peel or scrape the permit and annual sticker off the window using a razor blade scraper. The adhesive can be removed cleanly with window cleaner, or by applying a bit of WD-40 to a cloth or paper towel and wiping the area.
2. The permit sticker (in pieces is okay) must be returned to Parking Services within 5 days of cancellation to qualify for a refund of any security deposit. We do not expect the permit sticker to be returned intact.
3. If you change vehicles or your permit is damaged, there is no charge to "trade-in" an old permit for a new one as long as the originals are returned.