



**Philadelphia  
Parking  
Authority**

3101 Market Street  
Philadelphia, PA 19104-2807  
(215) 683-9600

Dear Contractor:

Enclosed is an application for contractor parking permits and a fact sheet detailing the rules and regulations of the program. Also enclosed is a form required by the City of Philadelphia's Revenue Department to determine if all taxes and fees associated with legal operation of your business in Philadelphia are current.

*Please complete and return these forms along with all applicable licenses and certifications no later than two weeks after receipt of this mailing. We will need to cross reference the information you provide us with the Departments of License and Inspection and Revenue.*

Additionally, please be reminded that immediately prior to issuance of your new permit, the license tag number of the vehicle for which you are seeking to obtain a placard will be searched to make sure that there are fewer than three outstanding parking violations.

If you have any questions, please feel free to call us at 215 683-9745.

Sincerely,

*Jessica M. Russell*

Jessica M. Russell

**PHILADELPHIA PARKING AUTHORITY**  
**3101 Market Street**  
**Philadelphia, Pa 19104-2807**  
**215-683-9745 (Office) • 215-683-9809 (Fax)**

**CONTRACTOR PARKING PERMIT**  
**APPLICATION CRITERIA & FACT SHEET**

In order to be eligible for a contractor parking permit, a contractor vehicle must bear commercial license plates, be registered to or leased by a contractor to whom all appropriate trade, occupation and business privilege licenses have been issued by the City of Philadelphia.

- A “leased vehicle” is a vehicle owned by a leasing business which is being provided to a contractor through a leasing contract. A vehicle leased from an individual to a contractor is not a leased vehicle for purposes of this program.
- A “contractor parking permit” is a cardboard placard which is placed in the window of a vehicle indicating that the vehicle is used to perform a contractor service.

When a vehicle is displaying a current and valid contractor parking permit and is being used for contractor service, the driver may park without limitation as to time and without payment of any parking meter fees on streets where parking is time limited but not prohibited and may park in a loading zone for up to four hours. The Authority may limit the location where contractor parking permits will be honored. **(Please see the other side of this fact sheet for more specific parking privileges and restrictions.)**

- Each Permit costs \$100.00
- Each contractor parking permit shall be issued or renewed on one particular vehicle and shall be valid for six months from date of issuance.
- Replacement permits may be issued, upon surrender of the old permit, when a vehicle is taken out of service and replaced with a new vehicle. The replacement permit is valid for the remainder of the life of the original permit at no additional charge.

An application will only be approved when it is determined that the contractor parking permit is being requested for a contractor vehicle which is used only for contractor service and it is shown that there are not three or more unpaid parking violation fines outstanding for the vehicle or any unpaid taxes or fees due the City of Philadelphia.

- Contractors with three or more vehicles will be referred for enrollment in our fleet program. This enables contractors who receive tickets not eligible for cancellation under the contractor parking program to be billed monthly at the original fine amount. Upon receipt of the statement, the contractor may choose to pay the cost of the ticket without penalty or request a hearing to contest the ticket. No additional fines will be imposed as long as the ticket is paid or contested within thirty days.

## **PARKING PRIVILEGES AND RESTRICTIONS**

**Vehicles displaying a contractor parking permit/placard may legally park in the following zones without observing the zone regulations:**

- Time Limit Zones
- Metered Zones
- Loading and Truck Loading Zones (Maximum of Four Hours)

**Vehicles will be ticketed when parked:**

- In No Stopping Zones including:
  - No Stopping Anytime Zone
  - Bus Zone
  - Taxi Zone
  - Morning and Evening Rush Hour Clearance Zones
  - Temporarily Prohibited Zone
- In No Parking Zones including:
  - No Parking Anytime Zone
  - No Parking In This Street Zone
  - Authorized Vehicles Only Zone
  - Consul Cars Only Zone
  - Disabled Parking Zone
  - Passenger Loading Zone
- At Fire Hydrants
- At Crosswalks
- On Sidewalks

**Contractors may not double park or park in a hazardous manner.**

**The Philadelphia Parking Authority  
Contractor Parking Permit Application  
3101 Market Street  
Philadelphia, Pa 19104-2807**

**Phone: (215) 683-9745  
Fax: (215) 683-9809**

**Checks should be made payable to: PPA**

For PPA Use Only Do Not Write In This Space	
Placard#(s):	_____
Issued By:	_____
Amount Paid:	_____
Date:	_____
Received By:	_____

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone : \_\_\_\_\_

State in which your company is incorporated and Federal Employer I.D. Number: \_\_\_\_\_

Is your company (A) sole proprietorship, (B) partnership, (C) registered under a fictitious name?: \_\_\_\_\_

Business Privilege License Number (please attach photocopy of your paid receipt): \_\_\_\_\_

Please list below all other trade, occupation and business licenses and numbers issued by the City of Philadelphia. Copies of all paid receipts for all current licenses or certifications must be attached to this application. Additional information may be required in order to justify placard issuance.


Please list company vehicles for which you are applying for contractor parking permits.

Commercial or Truck Tags Only	Make	Model	Year

Please Do Not Write Below This Line

Approved: Yes    No    Date Received: \_\_\_\_\_    Placards Requested: \_\_\_\_\_    Placards Issued: \_\_\_\_\_

Reviewer's Signature/Date: \_\_\_\_\_    Comments: \_\_\_\_\_

# PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE

REQUESTER:    PHA    PHDC    PIDC    PPA    RDA    OTHER \_\_\_\_\_

TAXPAYER NAME	DATE
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TAXPAYER TRADING AS \_\_\_\_\_

HOME ADDRESS	HOME TELEPHONE NUMBER
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BUSINESS ADDRESS	BUSINESS TELEPHONE NUMBER
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1. Are you a Registered Taxpayer?  Yes    No  
 If so, provide your Federal Employer Identification Number here:   > \_\_\_\_\_  
 If so, provide your Philadelphia Business Tax Account Number here:   > \_\_\_\_\_  
 If so, provide your Social Security Number here:   > \_\_\_\_\_

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District Taxes?  Yes    No  
 If so, list tax type and amounts owed: > \_\_\_\_\_

3. Are you presently delinquent in Water and Sewer charges?  Yes    No  
 If so, list property address(es) and amounts owed: > \_\_\_\_\_

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District or have you declared bankruptcy?  Yes    No  
 If so, list date and nature of law suite or filing date of bankruptcy petition: > \_\_\_\_\_  
 > \_\_\_\_\_

5. Are you involved in any other business activity?  Yes    No  
 If so, list company name(s) and account number(s) here: > \_\_\_\_\_  
 > \_\_\_\_\_

6. Do you own real estate in Philadelphia?  Yes    No  
 If so, list address(es) here or on the back of this form. > \_\_\_\_\_  
 > \_\_\_\_\_

*I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.*

Name: (Please Print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

