



DS - PPA - KB Article Contractor Permits

Purpose

This knowledge base article explains how to (1) create a Contractor Permit account from the PPA site and (2) apply for a Contractor Permit.

Creating an Account

1. Go to <https://onlineserviceshub.com/ParkingPortal/Philadelphia> and agree to the Terms of Use.



Philadelphia Parking Authority
ACCREDITED PARKING ORGANIZATION®
WITH DISTINCTION®

Online Violation Payment Services Terms of Use Agreement

Please be advised that you may have other outstanding violations for additional license plates registered to your name. For further information, you may call the Parking Violations Branch at 1-888-591-3636 to ensure that all of your outstanding parking tickets are identified.

General

By using this application, you acknowledge that the Philadelphia Parking Authority (PPA) provides the application as a service to the public on an "as is", "as available", basis. The PPA makes every effort to ensure the accuracy of the following information; however it makes no express or implied warranties, representations or endorsements regarding the completeness, accuracy or timeliness of such information and data with respect to the application. In particular, without limiting the generality of the foregoing, you acknowledge that the information provided through the application:

1. May not reflect the current balance of a parking or red-light photo enforcement violation;
2. May not reflect the current status of a violation.

Although the PPA makes reasonable efforts to keep the information available through the application up-to-date, errors can occur in recording some transactions, and delays can occur in reporting information, affecting the accuracy of the information.

The PPA is not responsible for, and will not be liable to you or anyone else, for any damages whatsoever, including any indirect, special, incidental or consequential damages, arising out of or in connection with your use of, or inability to use, the application.

By using this application, you agree that you will not (i) interfere with or disrupt the application or computer networks connected thereto; or (ii) delete or revise any materials or information accessible through the application.

Violation Payment

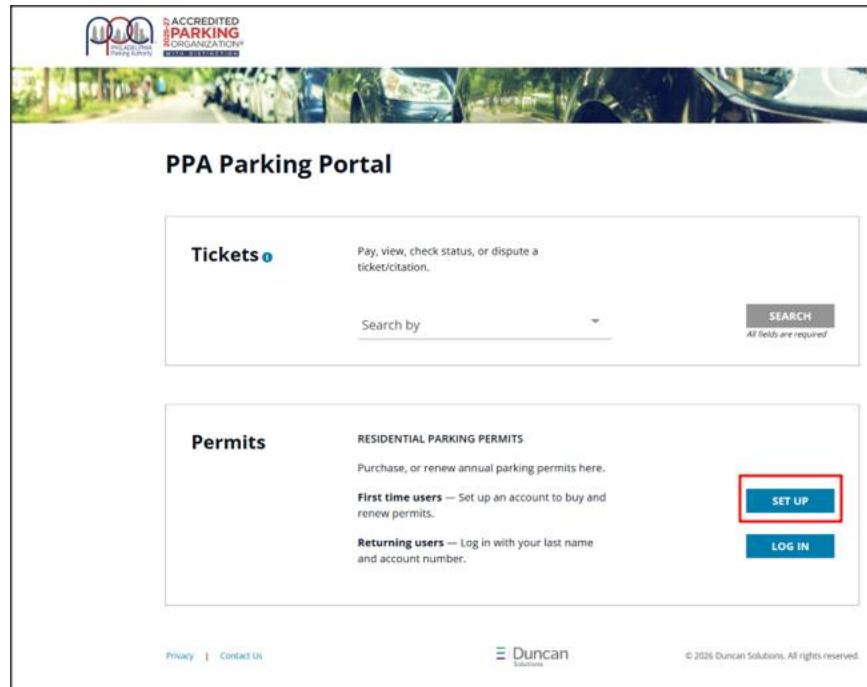
If you are paying for a violation through this application, you acknowledge that your receipt of an electronic form or other form of confirmation of payment does not signify the PPA's receipt of acceptance of your payment. Your payment shall be deemed to constitute an offer to pay that will be accepted by the PPA only upon successful credit card payment.

If you do not agree to the Terms of Use, you will not be able to pay your violation online. However, you may choose to use our alternate payment methods which include mail-in, telephone and payment in person.

I agree to the PPA Online Violation Payment Services Terms of Use Agreement

CONTINUE **DECLINE**

2. Set up a new contractor account by clicking on the “SET UP” button.



3. Scroll down to the check box at the bottom of the pop-up and check it off.

The screenshot shows a "Set Up an Account" pop-up form. The form has a close button (X) in the top right corner. The title is "Set Up an Account" and a note says "(All fields not listed as optional are required)". The instructions read: "Please enter either your existing permit number or account number and your last name. Click the check box below if you do not have an existing permit or account and wish to create a new account." There are several input fields: "Register Using" (a dropdown menu currently showing "Permit Number"), "Permit Number", "Last Name", "Email", and "Confirm Email". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. A red box highlights the checkbox with the text "I do not have an existing permit or account number". At the bottom of the form are two buttons: "CANCEL" and "SUBMIT".

4. Back at the top of the pop-up, select the Contractor Permit option.

✕

Set Up an Account

(All fields not listed as optional are required)

- Residential Permits and Stadium Permits
 - These permit types are tied to an individual and the vehicles they own.
 - These permit types do require a valid residential address.
- Contractor Permits
 - Contractor Permits are tied to a company name, not an individual.
 - Contractor Permits do not require a valid residential address.
- Authorized Employee Parking Permits
 - Authorized Employee Parking Permits are tied to an individual and the vehicle they own.
 - Authorized Employee Parking Permits do not require a valid residential address.

5. Fill out the rest of the form and click “SUBMIT”.
6. A confirmation email is sent to your inbox. Please verify your email address after submitting.

✕

Verify Email

(All fields are required)

6-Digit Verification Code

[Email me another code](#)

7. After submitting the code, confirm your account information.

✕

Confirm Account Information

Please check all your information and make sure everything looks correct.

Only the **Registered Owner** of the vehicle can create an online account and apply for a permit. The name on the account must match the vehicle registration documents or the application will be denied.

KBARTICLETEST

(555) 555-5555

BACK SUBMIT

8. Receive confirmation

✕

Thank You

You'll receive an email from
noreply.ppapermits@onlineserviceshub.com.

Thank you for using PPA Parking Portal.

CLOSE

Applying for a Contractor Permit

1. Log into your account. Enter your company name as received in your email along with the account number.

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Log In

(All fields are required)

Login Using

Account Number ▼


Account Number

[REDACTED]

Last Name/Company Name

KBARTICLETEST

[Forgot Account Number?](#)

I'm not a robot  reCAPTCHA

2. Add a vehicle (or add multiple vehicles by clicking on add another vehicle) then order new permits:

Vehicles

You may only add or remove vehicles where you are the registered owner. New accounts must be created for vehicles where you are not the registered owner. Full license plate numbers are only visible where you are the registered owner.

License Plate	State or Province	Make	Year	Color
DAAAJS	PA	TOYOTA	2026	WHT

[+ add another vehicle](#)

Add Vehicle

(All fields not listed as optional are required)

Only one valid Authorized Employee Parking Permit is allowed per person. To change/modify your vehicle please contact the Residential Parking Permit office at: (215) 683-9730.

Vehicles

License Plate	State or Province	Make	Year	Color
DAAAJS	PA	TOYOTA	2026	WHT

License Plate: TEST123

State: Mississippi

Make: BMW

Year: 2026

Color: RED

Optional

[CANCEL](#) [SUBMIT](#) [ADD ANOTHER](#)

Permits

Only Annual Resident Permits for this address can be viewed and requested online. Permit requests not paid within 10 business days after approval will automatically be cancelled. For other permit questions, please contact (215) 683-9730.

Permit Type	Permit Number	License Plate	Status	Start	End	Cost	Pay
CONTRACTOR PLACARD (APR-OCT)		DAAAJS	Denied	4/16/2026	10/15/2026	\$300.00	
CONTRACTOR PLACARD (APR-OCT)	C562172	DAAAJS	Unpaid	4/16/2026	10/15/2026	\$300.00	<input checked="" type="checkbox"/>

Purchase or renew parking permits.

[ORDER NEW](#) [PURCHASE](#)

3. Select the permit type based on your expected start date and select your vehicle.
 - Contractor Placard (Apr-Oct): Starts on April 16th and ends on Oct 15th.
 - Contractor Placard (Oct-Apr): Starts on Oct 16th and ends on Apr 15th the following year.

Request Permits
(All fields are required)

Please select the permit type and vehicle.

Permit Type
CONTRACTOR PLACARD (OCT-APR)

SELECT A VEHICLE

License Plate	State or Province	Make	Year	Color
<input checked="" type="radio"/> DAAAJS	PA	TOYOTA	2026	WHT
<input type="radio"/> TEST123	MS	BMW	2026	RED

+ add a vehicle

CANCEL NEXT

4. Review the order summary and click “NEXT” if everything is correct.

Request Permits

ORDER SUMMARY

Permit Type	License Plate	State or Province	Start	End	Cost
CONTRACTOR PLACAR...	DAAAJS	PA	4/16/2026	10/15/2026	\$300.00

TOTAL AMOUNT DUE \$303.50

A non-refundable Convenience Fee of \$3.50 is included for this transaction.

BACK NEXT

5. Upload the required documents.

Request Permits

This request requires approval prior to purchase.
You will be notified by email once your request has been approved or denied.

Please note: If you are applying for more than one Contractor Permit for a given period, you will only need to attach all listed documents to the first permit request. All subsequent requests for the given permit period only require a valid vehicle registration.

Please upload the following documentation:

1. Company Business License
2. Tax Clearance
3. Vehicle Registration
4. Application

Upload Your Documentation

Use files with these extensions: GIF, JPG, BMP, TIF, DOC, PDF, WAV, PNG. (Total file size must be less than 25 MB.)

SELECT FILES TO UPLOAD

D5 Logo.png 4.7KB x

1 file Total 4.7KB

BACK SUBMIT

Note: All documents must be uploaded for your initial permit request for each term. For subsequent requests, only the vehicle registration is required. You may submit multiple requests simultaneously; once approved, these can be paid in a single transaction to avoid paying multiple convenience fees.

6. Receive confirmation of your request.

Permits - Success Print

Thank you for your request.

Order Number
2026019240

Your application will be reviewed and you will receive the outcome by email. If you have any questions, you may contact the Philadelphia Parking Authority at (215) 683-9730 or <http://philapark.org/contact>.

Once your order has been approved, you can log in and pay for your permits.

Permits are not valid until the application is approved and payment has been received.

Permit Type	License Plate	State or Province	Cost
CONTRACTOR PLACARD (APR-OCT)	DAAAJS	PA	\$300.00
TOTAL AMOUNT DUE			\$303.50

If included in your order, physical permits will be mailed to your account address.

Thank you for using PPA Parking Portal.

CLOSE

7. A confirmation will be sent to the email address provided. Once approved, you will go back to this page to make your payment(s).

Thank you for your application. Your order number is 2026019240.

Your application will be reviewed and you will receive the outcome by email. If you do not hear from us within 10 business days, please contact the RPP Dept @ 215-683-9730 or <http://philapark.org/contact>.

Order Summary:

Permit Type	License Plate	State or Province	Permit Amount
CONTRACTOR PLACARD (APR-OCT)	DAAAJS	PA	\$300.00
Total Due Upon Approval:			\$300.00