



35 N. 8th Street
Philadelphia, PA
19106
215-683-9745 (Office) 215-683-9974 (Fax)
contractorparking@philapark.org (email)

Dear Contractor,

Welcome to the Contractor Parking Placard Program. All applications will now be submitted online. Please review all information attached. You will find a fact sheet detailing the program rules for reference.

You must submit the following documents.

- Tax Clearance from www.phila.gov/revenue
- Philadelphia Business Privilege License for your company
- Trade or Occupation License
- Vehicle Registration for each vehicle (must be in the same name as the applicant)
- Subcontractor/Employees using personal vehicles: A letter on company letterhead indicating that you are working under the company's business license using their personal vehicle.

Important Notice: Please be advised that applications can take **up to 10 days to process**. Drivers are required to follow all regulations until the application is approved. Any violations issued during the processing period will be the responsibility of the applicant.

If you have any questions, please contact **Jill Ursbruck** at **215-683-9745** or email **contractorparking@philapark.org**.

Sincerely,

Jill Ursbruck
Parking Investigator – Contractor Parking

Program Enclosures

CONTRACTOR PARKING VIRTUAL PLACARD CRITERIA & FACT SHEET

A “**CONTRACTOR PARKING PLACARD**” is a virtual parking placard.

IN ORDER TO BE ELIGIBLE FOR “CONTRACTOR PARKING VIRTUAL PLACARD” PROGRAM:

- All vehicles must have commercial/truck license plates.
- Vehicles cannot have more than two outstanding parking violations.

COST/TERM:

- Each virtual placard is issued on a six-month term.
If purchased between April 16 to October 15; permit will expire on October 16
If purchased between October 16 to April 15; permit will expire on April 16
- Virtual placards are issued to a specific license plate. The placards are non-transferrable. If the plate changes for any reason, you will need to contact us to update the plate.

PARKING LIMITATIONS: (Please see the other side of this fact sheet for more specific parking privileges and restrictions.)

- All vehicles must be in a capacity of being used for contractor service.
- The authority may limit the location where parking placards will be honored.
- All vehicles must abide by Contractor Parking Placards not valid signs, at different locations. (Vehicles are subject to all posted time limits and must pay for kiosk/meters).
- Contractor parking placard cannot be used for personal use, Ordinance (Bill NO. 210928).

Contractors with three or more vehicles have the option to enroll in our fleet program. This enables contractors who receive tickets, which are not eligible for cancellation under the contractor parking program, to be billed monthly, without penalty. 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 penalties will be imposed if the ticket is paid or contested within thirty days.

PARKING PRIVILEGES AND RESTRICTIONS

Contractor parking virtual placard may legally park in the following zones without observing the time restrictions:

- Time Limit Zones
- Kiosk/Metered Zones (hours MUST be added at the kiosk)

Contractor parking virtual placards may legally park in the following zones and abide by the posted time limit:

- Loading Zones (maximum 30-minute limit)
- Truck Loading (maximum 1 hour limit)

Vehicles will be ticketed when parked:

- No Stopping zones:
 - Anytime
 - Bus Zones
 - Taxi Zones
 - No Stopping During Posted Hours
 - Temporarily Prohibited Zones
 - Valet Zones
- No Parking zones:
 - Anytime
 - In this Street
 - Authorized Vehicles Only
 - Consul Vehicles Only
 - During Posted Hours
 - Vendor Zones
 - Passenger/Car Loading Zones
 - Smart Loading Zones
 - Street Cleaning
 - Reserved Parking for People with Disabilities
 - Package Delivery
- On blocks posted with signs specifically excluding contractor parking privileges (i.e. Walnut and Chestnut Streets from 6th to 20th Streets)
- At Fire Hydrants
- At Crosswalks
- On Sidewalks
- Double Park
- Handicap Ramp

**PHILADELPHIA PARKING AUTHORITY
CONTRACTOR VIRTUAL PARKING PLACARD APPLICATION**

35 N. 8th Street; Philadelphia, PA 19106
 215-683-9745 (Office) 215-683-9974 (fax)
 contractorparking@philapark.org (email)
 All Applications will be submitted online. Please visit:
<https://onlineserviceshub.com/ParkingPortal/Philadelphia>
Fee: \$300.00 per virtual placard

<p>TIME PERIOD REQUESTING: must check ONLY one</p> <p>_____ April 16 to October 15</p> <p>_____ October 16 to April 15</p>

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Telephone: _____

Email Address: _____

State in which your company is incorporated and Federal Employer ID Number: _____

Please list all company vehicles you are applying for contractor parking virtual placard(s). Attach a copy of vehicle registration for each vehicle. Add additional Excel Spreadsheet if necessary.

State	License plate Commercial or Truck Tags only	Make	Model	Year

Philadelphia Business Privilege License Number (please attach **photocopy of license**): _____

PLEASE DO NOT WRITE BELOW THIS LINE

Approved: YES / NO Date Received: _____ Date approved: _____ Virtual Placards Requested: _____ Issued: _____

Date Called: _____ Date Letter sent: _____

Check/Money Order #: _____ Amount: \$ _____

Reviewer's Signature/Date: _____ Comments: _____