



35 N. 8th Street  
Philadelphia, PA 19106

Dear Contractor:

Enclosed is an application for the Contractor Parking Placard Program, virtual placards are now issued, so there is no need to display a physical placard. Also, enclosed is a fact sheet detailing the program rules, as well as the forms required by the Revenue Department of the City Philadelphia.

You must complete and return ALL ENCLOSED FORMS, along with a copy of the following document(s) and payment within two weeks of receiving this letter.

- \*Tax Clearance form from [www.phila.gov/revenue](http://www.phila.gov/revenue)
- \*Philadelphia Business Privilege License for your company
- \*Trade or Occupation License
- \*Vehicle Registration for EACH vehicle; must be in same name as applicant.
- \*Private Contractor - Letter from the company indicating you are a subcontractor, working under their business license.

If you submit an application/documents via email [contractorparking@philapark.org](mailto:contractorparking@philapark.org) or fax 215-683-9974, without payment please be advised the application/documents will be reviewed for approval but not processed. **Applications will only be processed when payment is received.** If you have any questions, please contact Jill Ursbruck at 215-683-9745 or email [contractorparking@philapark.org](mailto:contractorparking@philapark.org).

**Important notice:** Please be advised applications take 10 days to process. Drivers are required to park legally until the application is approved. Any violations issued prior to approval will be the responsibility of the applicant. You may also contact our contractor parking permit department at 215-683-9745 should you have any questions or require assistance.

Regards,

Jill Ursbruck  
Parking Investigator – Contractor Parking Program

Enclosures



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

## 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. (submit a copy of vehicle registration for each vehicle)
- All vehicles must 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. (submit a copy of business/trade license)
- Private Contractor - Letter from the company indicating you are a subcontractor, working under their business license.
- A “leased vehicle”: vehicle leased by a contractor, who has a contract with a leasing business. It is not a vehicle leased from an individual to a contractor, for purpose of this program.
- All vehicles are used only for contractor service.
- All vehicles must not have more than two outstanding, unpaid parking violation fines or any unpaid taxes of fees due to the City of Philadelphia.
- An application will only be approved when it is determined that the contractor’s virtual parking permit is being requested for a contractor vehicle.

### COST/TERM:

- The application will only be processed when payment is received.
- 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 vehicle and license plate. The placards are non-transferrable.

### 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 contractor parking virtual 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 will be referred for enrollment 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 as long as 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

**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 6<sup>th</sup> to 20<sup>th</sup> Streets)
- At Fire Hydrants
- At Crosswalks
- On Sidewalks
- Double Park
- Handicap Ramp

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

35 N. 8<sup>th</sup> Street; Philadelphia, PA 19106  
215-683-9745 (Office) 215-683-9974 (fax)  
contractorparking@philapark.org (email)

MONEY ORDERS/CHECKS SHOULD BE MADE PAYABLE TO PPA

Online Payments now accepted: Visit <https://tdbank.billeriq.com/ebpp/PPAPMC/Login/Index>

**Fee: \$300.00 per virtual placard (APPLICATIONS WILL ONLY BE PROCESSED WHEN  
PAYMENT IS RECEIVED)**

**TIME PERIOD REQUESTING: must check *ONLY one***

\_\_\_\_\_ April 16 to October 15

\_\_\_\_\_ October 16 to April 15

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 list 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: \_\_\_\_\_