



# City of Charleston

JOHN J. TECKLENBURG

MAYOR

November 12, 2018

Dear Resident:

In order to serve the residents of Charleston peninsula, the City is offering resident property owners the option to renew Residential Parking Permits by mail again this year. We urge you to take advantage of this renewal by mail to avoid any wait you may experience by renewing in person at our office.

**Before a decal can be issued to a resident tenant or property owner, proof of the applicant's residency in the district must be provided. Proof of residency shall consist of the following documents:**

- A property tax receipt, deed, or mortgage documents for the property; **OR,**
- A valid South Carolina identification that reflects an address within the district,
- A valid South Carolina vehicle registration or proof of payment of Charleston County vehicle registration fee and,
- A valid lease of at least six months' duration

### Resident property owners

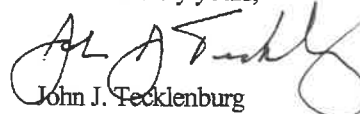
Please remember that each residence is allowed a maximum of two Residential Parking Permits per physical address and that all outstanding parking citations must be paid in full before permits can be issued. The cost of the YR 2019 Residential Parking Permit is \$10.00 each. As a resident property owner, you are entitled to purchase 3 single-day Visitor Permit Booklets at \$15.00 each. Each booklet contains 30 single-day visitor permits that can be used for guests, repair/contract personnel, or general visitors. Single-Day Permits are to be filled out by the resident in ink or marker and displayed in the visitor's vehicle. This allows your visitor's vehicle to be parked in your district for that day only. Resident property owners may renew Residential Parking Permits and single-day Visitor Permit Booklets by mail only beginning November 26, 2018 (Applications should be mailed to Revenue Collections, 180 Lockwood Blvd. Suite 234, Charleston, SC 29403 for immediate processing & handling) or in person at Revenue Collections Parking Division, 180 Lockwood Boulevard Suite 234, beginning Monday, December 17, 2018.

### Rental property occupants

Rental property occupants may obtain the Residential Parking Permits for the periods of January-June or July-December only, except when they can show proof of long-term residence within the district at a single location for a minimum of two years to qualify for the annual permit. Those who do not qualify as long-term residents will be able to purchase parking permits that will be valid from January-June at a cost of \$7.50 each at Revenue Collections Parking Division, 180 Lockwood Boulevard Suite 234, beginning Monday, December 17, 2018. The single day Visitor Booklets are not available to renters. Renters are entitled to purchase no more than fourteen (14) one-day Visitors Passes per residential unit during a six (6) month period. Renters may obtain the one-day pass by going to Revenue Collections Parking Division at 180 Lockwood Boulevard Suite 234 with a copy of the guest's vehicle registration.

We are continuing to improve our Residential Parking Permit System in an effort to address the unique and changing parking conditions on our city streets. As always, we are working very closely with the various neighborhood associations to improve the availability of parking, especially for residents, in the Downtown area with minimal negative impacts. If you should have any questions concerning the Residential Parking Program, please call Revenue Collections Parking at 724-7375.

Most sincerely yours,



John J. Tecklenburg  
Mayor, City of Charleston

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# City of Charleston

## YR 2019 Residential Owner Parking Permit Mail-In Form

**PERMIT COST:** \$10.00 per permit    **MAXIMUM (2) PERMITS PER RESIDENCE**

**TERM:** Valid through 12/31/2019

**AVAILABLE:** 11/19/2018 via mail  
12/17/2018 in person

- REQUIREMENTS:**
1. A copy of the vehicle registration for each vehicle requiring a permit.
  2. A property tax receipt, deed, or mortgage documents for the property

***Only Homeowner permits can be purchased by mail. Permits will only be mailed to the property for which the permit is being issued and will not be mailed outside of SC.***

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***PLEASE NOTE: All unpaid parking citations must be paid in full, before a new residential parking permit will be issued. For citation totals or any other questions regarding the Residential Parking Permit Program, please call 843/724-7375. Please have all license plate numbers ready for reference.***

**\*\*\*\*\* Please remit all fines and fees with this completed form to the address herein. \*\*\*\*\***

PHYSICAL ADDRESS for which you are applying: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Please list license plates for which permits will be issued:  
\_\_\_\_\_  
\_\_\_\_\_

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***\*\*\*\*\*Permits are non-transferable and valid only for the registered vehicle\*\*\*\*\****  
***Providing false information to obtain a residential parking permit is a violation of Sec.19-270 of the City of Charleston Code and violators shall be subject to a \$ 1,097 fine. Further, it shall be unlawful for any person to display an unauthorized parking permit decal. Any person who violates this provision of the City Code shall be subject to a penalty of one hundred dollars (\$100.00).***

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