

New  Renewal

Permit # \_\_\_\_\_

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

Check # \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**2012**

**Business Day Permit Application**

**South Orange Parking Authority**

**(973) 378-7715 X-2037**

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

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

I certify all information submitted is true and correct

Business: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

(Please Include E-Mail Address)

MAKE OF VEHICLE	MODEL	COLOR	YEAR	PLATE #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Full-time	MONTHLY	QUARTERLY	SEMI	ANNUAL
Fees:	\$35	\$85	\$160	\$300
8 AM – 6 PM				

Part-time	MONTHLY	QUARTERLY	SEMI	ANNUAL
Fees:	\$17.50	\$42.50	\$80	\$150
8 AM – 6 PM				

*Payment may be made by cash, check, or credit card (in-office swipe only).*

**Required Documents:**

**Proof of Employment:** On company letterhead, a signed affidavit from your employer stating that you work there.

**Proof of Business:** A current utility bill showing the company name and South Orange address.

**Vehicle Information:** A registration for each vehicle. Leased vehicles must also have a valid insurance card.

**Part-time Employees:** 20 hours or less, must show a pay stub.

If renewing by mail, you must send photocopies of all required documentation along with your completed application, check and a self-addressed stamped envelope to:

**SOUTH ORANGE PARKING AUTHORITY  
101 SOUTH ORANGE AVENUE  
SOUTH ORANGE, NJ 07079**

**NOTE: THESE PERMITS ARE NOT FOR COMMUTING!**

Any violation or abuse of these permits will result in tickets and the permit being revoked. Vehicle will be ticketed if **Hang Tag** is not properly displayed on the **rear view mirror**. There will be a \$10 replacement fee for all lost, stolen, or new license plate permits. Permits are not space specific but are sold with the understanding that space is available in multiple lot locations. Permits are valid in the corner lot at Valley & Third St. and lots; 2, 3, 4, 5, 6 & 8 in a valid permit space.

South Orange Parking Authority office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.