



Guest Pass Permit Application Homeowner Only

Front Office Use	
Permit #	_____
Date	_____

Name: _____

Signature: _____

I certify all information submitted is true and correct

Address: _____

Home Phone: _____

Email: _____

Work Phone: _____

Cell Phone: _____

Do you currently have any permits with SOPA: YES NO

Note: Free guest passes will only be issued only to the actual property owner.

Proof of ownership must be:

1. A current tax bill in your name and address
2. A valid photo ID license

Two free passes per single family home.
One free pass per unit for two or three family homes.

Guest Passes can be revoked for any of the following:

- A car is parked on the street every night or excessively.
- The pass is being used for commuting purposes.
- Parking household cars on the street.
- A car is parked on another street other than the one listed on the tag.
(Exception: If the street listed on the guest pass is completely full the user is allowed to park on the nearest cross street. Example: Roland Avenue is full so they can park on Academy St. That is allowed).
- Any other action deemed inappropriate or fraudulent by SOPA will result in it being revoked.

A lost, stolen or damaged guest pass is the responsibility of the property owner.
Only one pass will be replaced one time for a fee of \$10.00.