



# HOW TO APPLY FOR A RESIDENTIAL PARKING PERMIT ONLINE - 2019

## STEP ONE:

GO TO THE PARKING UTILITY WEBSITE - <https://www.cityofmadison.com/parking>

CLICK ON "PERMITS" -> "RESIDENTIAL PARKING PERMITS" -> "APPLY FOR A RESIDENTIAL PARKING PERMIT" -> "APPLY ONLINE" BUTTON

## Apply for a Residential Permit

1

### Check Your Eligibility

Find your neighborhood on the [Residential Parking Areas map](#). Make sure your residence is eligible; ineligible addresses are highlighted in purple. You can also check the [list of ineligible addresses PDF](#).

Your vehicle must be properly registered.

*Receipt of payment does not guarantee permit eligibility. If you are ineligible, your application will be closed and you will be notified by email that you are ineligible.*

2

### Apply for Permit

Online

**APPLY ONLINE**



You will need:

- **Proof of Residence\*** (reference information below)
- \$42.00 fee (Fees are non-refundable)
- Attachable photo copy of **driver's license**

### Permits

- Residential Parking Permits
- Residential Permit Program - Area Maps
- Apply for a Residential Permit**
- Eligibility for Multiple Permits
- Replacement Permits
- Monthly Parking Permits
- Motorcycle & Moped Annual Permits
- Contractor Permits
- Street Occupancy



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## STEP TWO:

LOG INTO YOUR CITY OF MADISON ACCOUNT USING YOUR "USER NAME" AND "PASSWORD"

IF YOU HAVE FORGOTTEN YOUR PASSWORD/USER NAME – SELECT "I'VE FORGOTTEN MY PASSWORD" LINK BELOW IN BLUE, AND FOLLOW RESET INSTRUCTIONS.

IF YOU DO NOT HAVE AN ACCOUNT, SELECT "REGISTER FOR AN ACCOUNT" IN THE "HOW TO APPLY FOR A PERMIT" SECTION IN THE BODY OF THE WEBPAGE.

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with links for Services, Jobs, Agencies, Data, Contact, and Search. Below this is a banner for "CITY OF MADISON LICENSES & PERMITS" with various service categories like Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. A secondary navigation bar includes "Announcements", "Register for an Account", "Reports (2)", and "Login".

The main content area features a "Home" dropdown menu and an "Advanced Search" field. The "CITY OF MADISON LICENSES & PERMITS" section contains the following text:

We are pleased to offer our customers access, 24 Hours a day, 7 days a week, to the Licenses & Permits portal.

Anyone can use this site to research permit or license records and related activities; however, only registered users can use this site to submit applications.

**How to Apply for a Permit or License or Submit a Registration:**

1. If you do not have one already, you must create an account by clicking "Register for an Account" in the upper right-hand corner of this page. **A Valid e-mail address is required to register.**
2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option.
3. Select the application type.

On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:". A "Login »" button is located below the password field. At the bottom of the login form, there is a checkbox for "Remember me on this computer" and two links: "I've forgotten my password" and "New Users: Register for an Account".



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### STEP THREE:

IF YOU HAVE APPLIED ONLINE PREVIOUSLY, ONCE YOU ARE IN YOUR ACCOUNT, YOU SHOULD BE ABLE TO SEE YOUR "CURRENT" YEARS PERMIT BELOW, AND SHOULD BE ABLE TO SELECT "RENEW APPLICATION"

IF YOU HAVE STARTED AN APPLICATION ALREADY, IT WILL SAY, "RESUME APPLICATION"

The screenshot shows the 'Licenses & Permits' dashboard for user Meagan Hatfield. The top navigation bar includes links for Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. The user is logged in as Meagan Hatfield and has 0 collections and 0 items in their cart. The dashboard displays two empty boxes for 'Saved in Cart (0)' and 'My Collection (0)'. Below these, a 'Work in progress' section shows a table with one record: a Residential Parking Permit with record ID TMP-19-035767, created on 6/27/2019 at 12:00:00 AM, with a 'Resume Application' button highlighted in yellow.

Record Name	Record ID	Module	Creation Date	Action
Residential Parking Permit	TMP-19-035767	Permitting	6/27/2019 12:00:00 AM	<a href="#">Resume Application</a>



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## ALTERNATIVE OPTION:

YOU CAN ALSO SELECT “MY RECORDS” ALONG THE TOOLBAR.

THIS WILL BRING UP YOUR PERMIT HISTORY.

YOU SHOULD BE ABLE TO SELECT “RENEW APPLICATION”

CITY OF MADISON LICENSES & PERMITS

Clerk Development Services Center Engineering Fire Prevention Parks Public Health Street Vending & Sidewalk Cafes Support Center

Logged in as: Meagan Hatfield Collections (0) Cart (0) Reports (2) Account Management Logout Announcements

Home Permitting Licenses/Registrations Land Postings

Dashboard **My Records** My Account Advanced Search

▼ Permitting

Showing 1-2 of 2 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Address	Action
<input type="checkbox"/>	06/27/2019	TMP-19-035767	Residential Parking Permit					Resume Applica
<input type="checkbox"/>	04/24/2019	TMP-19-023090	Residential Parking Permit				321 W Mifflin ST, 416, Madison WI 53703 United States	Resume Applica



# HOW TO APPLY FOR A RESIDENTIAL PARKING PERMIT ONLINE - 2019

## ALTERNATIVE OPTION:

IF YOU DO NOT SEE THAT OPTION, YOU CAN SCROLL DOWN TO "GENERAL SEARCH"

SELECT THE DROP DOWN MENU

Home **Permitting** Licenses/Registrations Land Postings

**Search Permit Applications** Apply for a Permit

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### Records

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Address	Action
<input type="checkbox"/>	06/27/2019	TMP-19-035767	Residential Parking Permit					<a href="#">Resume Application</a>
<input type="checkbox"/>	04/24/2019	TMP-19-023090	Residential Parking Permit				321 W Mifflin ST, 416, Madison WI 53703 United States	<a href="#">Resume Application</a>

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### Search for Records

Enter information to search the City of Madison's Licenses & Permit Records. Search for records by entering in any combination of the following information:

- Site Address
- Contractor License Information
- Permit Type

Use the General Search dropdown menu to change the Search type if you would like to search by Address or Licensed Professional.

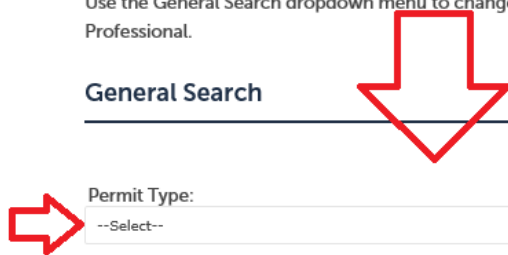
**General Search** General Search

Search my records only

Permit Type: --Select-- Record Number:

Project Name:

Start Date: 06/25/1967 End Date: 07/07/2019





# HOW TO APPLY FOR A RESIDENTIAL PARKING PERMIT ONLINE - 2019

SELECT "RESIDENTIAL PARKING PERMIT" OR "RESIDENTIAL PARKING PERMIT RENEWAL"

## Search for Records

Enter information to search the City of Madison's Licenses & Permit Records. Search for records by entering in any combination of the following information:

- Site Address
- Contractor License Information
- Permit Type

Use the General Search dropdown menu to change the Search type if you would like to search by Address or Licensed Professional.

## General Search

General Search ▼

Search my records only

### Permit Type:

- Neighborhood Block Party Permit
- New Commercial Construction Permit
- New Elevator Permit Application
- New Residential Construction Permit
- New Residential Electrical Permit
- New Residential HVAC Permit
- New Residential Plumbing Permit
- Non Ground Sign Zoning Permit Application
- Non-Profit Solicitor Permit
- Permitting/Parks/Dailies/NA
- Permitting/Zoning/NONCONFORMING/NA
- Picnic Beer License - Street Use
- POWTS Holding Tank Report
- POWTS Septic Maintenance Report
- Recycling Dumpster Permit
- Repair or Replace Building Permit
- Repair or Replace Electrical Permit
- Repair or Replace HVAC Permit
- Repair or Replace Plumbing Permit
- Residential Early Start Program
- Residential Parking Permit
- Residential Parking Permit Renewal**
- Residential Raze Permit
- Restaurant Class Sewer Meter Permit
- Sanitary Commercial Kitchen Permit
- Sewer Addition Meter Permit
- Sewer Deduct Meter Permit
- Ski Trail Permit
- Street Occupancy Permit
- Street Terrace Permit



### Record Number:

### Street Type:

--Select-- ▼

### Parcel No.:

### License Type:

### License Number:



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## NEW TO THE ONLINE PORTAL:

IF YOU HAVE **NOT** APPLIED ONLINE BEFORE, YOU CAN SELECT “APPLY FOR A PERMIT”

THIS IS LOCATED UNDER THE “PERMITTING” TOOLBAR

The screenshot shows the City of Madison online portal. At the top, there is a navigation bar with links for Services, Jobs, Agencies, Data, Contact, and Search. Below this is a banner for 'CITY OF MADISON LICENSES & PERMITS' with various service categories like Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. A user is logged in as Meagan Hatfield. The main navigation menu includes Home, Permitting, Licenses/Registrations, Land, and Postings. Under the Permitting menu, there are options for 'Search Permit Applications' and 'Apply for a Permit', with a red arrow pointing to the latter. Below the navigation is a 'Records' section showing a table of two residential parking permits.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Address	Action
<input type="checkbox"/>	06/27/2019	TMP-19-035767	Residential Parking Permit					<a href="#">Resume Applica</a>
<input type="checkbox"/>	04/24/2019	TMP-19-023090	Residential Parking Permit				321 W Mifflin ST, 416, Madison WI 53703 United States	<a href="#">Resume Applica</a>



## HOW TO APPLY FOR A RESIDENTIAL PARKING PERMIT ONLINE - 2019

SCROLL DOWN AND SELECT THE "RESIDENTIAL PARKING PERMIT" OPTION.

- Access Control, Delayed Egress, Locked Stair Door
- Alternative Fire Suppression
- Banner Permit
- Bicycle Registration
- Disc Golf Permit
- Dog Park Permit
- Downtown Performance Space Use
- Edible Landscape Permit
- Excavate in the Right of Way Permit
- Farmers Market Electric
- Fire Alarm Permit
- Fire Outdoor Assembly Permit
- Fire Outdoor Fire Feature Permit
- Fire Sprinkler Permit
- Grease Trap Maintenance Record
- Kitchen Suppression System
- Lake Access Permit
- Lobbyist Expense Report
- Lobbyist Registration
- Neighborhood Block Party Permit
- New Residential Construction Permit
- POWTS Holding Tank Report
- POWTS Septic Maintenance Report
- Repair or Replace Building Permit
- Repair or Replace Electrical Permit
- Repair or Replace HVAC Permit
- Repair or Replace Plumbing Permit
- Residential Parking Permit
- Ski Trail Permit
- Street Terrace Permit
- Street Use (Special Event)
- Tables(TEM) Permit





# HOW TO APPLY FOR A RESIDENTIAL PARKING PERMIT ONLINE - 2019

## FINAL STEPS:

THIS WILL TAKE YOU TO THE BEGINNING OF THE PERMIT APPLICATION.

FOLLOW THE STEPS TO FILL IN YOUR INFORMATION AND MAKE YOUR PAYMENT.

The screenshot shows the City of Madison website's 'Licenses & Permits' section. The navigation bar includes links for Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. A user is logged in as Meagan Hatfield, with options for Collections (0), Cart (0), Reports (2), Account Management, Logout, and Announcements. The main menu highlights 'Permitting' with sub-links for Licenses/Registrations, Land, and Postings. A search bar allows for 'Search Permit Applications' and 'Apply for a Permit'. The 'Residential Parking Permit' section features a progress bar with six steps: 1 Applicant Information, 2 Address Information, 3 Permit Detail, 4 Review, 5 Pay Fees, and 6. Below the progress bar, it states 'Step 1: Applicant Information > Applicant Information' and includes an important note: '\*\* IMPORTANT \*\*: A Residential Parking Permit costs \$42.00, and permit fees are not refundable.' A note indicates that an asterisk (\*) denotes a required field. The 'Applicant' section provides instructions to click 'Select from Account' to auto-fill information, 'Add New' to enter contact information, or 'Edit' or 'Remove' to change listed information. At the bottom, there are buttons for 'Select from Account', 'Add New', 'Continue Application »', and 'Save and resume later'.