

Setting Up a Parking Permit Program

Steps to establish parking lot security

STEP 1: Feature Your Company

- Feature your company name or logo on your permits
- Distinguish your permits with a design, color and graphics if you have no logo
- Allow security to easily determine which cars are affiliated with your company

STEP 2: Permit Numbering

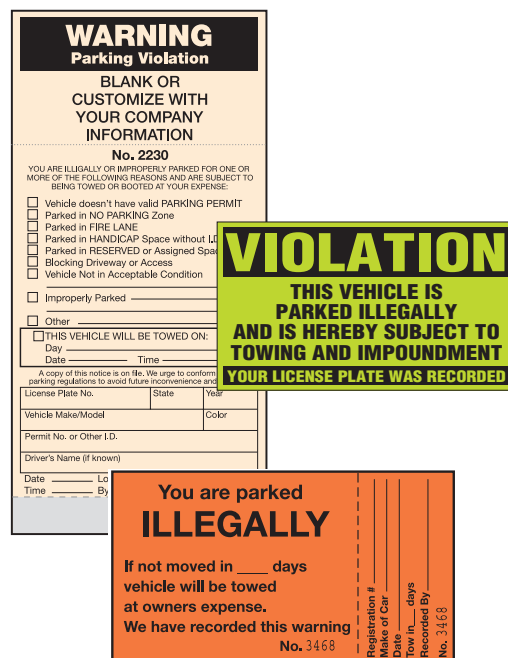
- Keep track of your permits and who has them using a numbering system
- Make sure the number size is substantial enough to be seen without difficulty

STEP 3: Issue Warnings

- Execute your permit program by obtaining violation stickers, parking tickets or warning labels
- Use these items to give notification and possible fines when permits aren't used or someone is parked unlawfully

STEP 4: Provide Instructions

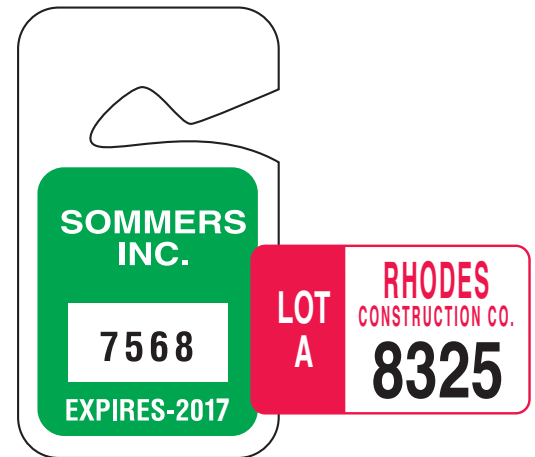
- Let your permit holders know as much about your program as possible
- They should be informed of how to position their permit and what to do if they should mislay it
- Detail the regulations: What will happen if a car is seen without a permit once, twice, or three times?



TIP SHEET

STEP 5: Specify a Date or Section

- Be exact. Where are the admissible parking areas? Display this on your tag and color code if necessary for various areas of a lot
- You may want to add a date of how long a permit is valid. This way you can periodically check that the right people have a permit and if your information is up to date. Keep permits from being abused by ex-employees or non-employees



STEP 6: Consider Material & Type

Things to consider when choosing a permit:

- Will my permits need to be durable or are they for short-term use?
- Do I want my permits to be removed without difficulty or should they have a strong, lasting adhesive?
- Will the permits need to be effortlessly seen at night?
- Should the permits be placed on a bumper, window, or rearview mirror?

TYPE OF PERMIT	BENEFIT
Static Cling Permit	Removal is easy - simply peel off and use again and again.
Roll Form Permit	Convenient way to dispense parking permits.
Destructible Windshield Permit Decal	Enhances security as permits can't be switched.
Bumper Permit Decal	Weather-resistant with easily seen large numbers.
Permit Tag with Suction Cup	Ideal for rental cars and short-term visitors.
In-Stock Hanging Permit	Economical choice for temporary parking situations.
Rearview Mirror Permit Decal	Permits that won't obstruct driver's view.

STEP 7: Implement Parking Signs

- Purchase and prominently set up parking signs that show your space is a PERMIT PARKING ONLY lot
- Outline a tow-away policy you have set up with wording like WILL BE TOWED

