



# Parking Meter Hood & Overtime Permit Application

To request a Parking Meter Hood and/or Parking Overtime Permit, please fill out the following application. Completed application can be emailed to Parking Services (parkingservices@ci.olympia.wa.us) or brought to City Hall (601 4<sup>th</sup> Ave E, Downtown Olympia). Once your application has been received, there is a 2-business day turn around time for processing your application.

## Company Providing Service

Company (contractor, work by owner, etc.) \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

On-Site Contact (first, last): \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_

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

\_\_\_\_\_

## Client Receiving Service

Client: \_\_\_\_\_

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

City State Zip

## Parking Information

Number of Parking Spaces Requested: \_\_\_\_\_

City Permit Type:

- Right of Way Permit
- Construction Permit

Permit Number: \_\_\_\_\_

## Date(s) & Time of Work

Meter Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\$ Per Space Per Day \_\_\_\_\_

\$ Total \_\_\_\_\_

- Pay at Counter
- Billing (must be \$500 or more)

Signature of Applicant

Date

▶ **To Cancel or Reschedule:** Contact Parking Services at 360.753.8017 no later than 8:30 am the day the meter is to be hooded. **If contact is not made, fees will NOT be refunded and the date will not be transferred.**

▶ **Questions or a Denied Application:** Contact Parking Services at 360.753.8017 (8-4 | M-F) or email parkingservices@ci.olympia.wa.us

Office Use Only

Special Requests \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_

EOM

Non Profit

Contacted

Approved By \_\_\_\_\_

Denied By \_\_\_\_\_

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