



**FY 2024**  
**Service/Delivery Permit Request**

**Service/Delivery Permits** are for use by University Faculty and Staff persons, and approved vendors/contractors who have purchased a Red Restricted permit and who are required to perform job duties throughout campus. **The S/D permit is valid for two hours in signed S/D spaces, 20 minutes in signed loading zones, and exempts the vehicle from color zone restrictions.**

**Service/Delivery permits do not allow parking in reserved, metered, handicap or visitor spaces, on yellow lines or yellow curbs, areas not marked for parking, or in fire/emergency zones.**

**Using the S/D permit for any reason other than its intended purpose will result in booting or impound of the vehicle and confiscation of the permit. Students, faculty and staff must always display a regular parking permit, and have registered the vehicle with Parking Services. Service/Delivery permits are not to be used to circumvent the color zone restrictions by displaying the permit in order to park in color zones other than the one(s) entitled to by the vehicle operator (e.g. Graduate Assistants or Student Workers displaying a Service/Delivery permit to park in "Red" Restricted faculty/staff areas for daily work or to go to class).**

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Please complete the information below and return to Parking Services. **Departments may request ONE Service/Delivery permit. A request for additional permits must be made with the Transportation Services Advisory Committee** via Parking Services.

DEPARTMENT \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE EXTENSION \_\_\_\_\_ EMAIL \_\_\_\_\_  
DEPARTMENT DIRECTOR/CHAIR/SUPERVISOR \_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Director/Chair/Supervisor)

NAME OF VENDOR/CONTRACTOR \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PLEASE LIST THE RED RESTRICTED PERMIT NUMBER(S) PURCHASED FROM PARKING SERVICES. YOU MAY HAVE ONE SERVICE/DELIVERY PERMIT PER RED RESTRICTED PERMIT.** \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
*Please allow 72 hours. Permits will be sent via Campus Mail unless otherwise requested.*