



Discounted Employee Permit Program (DEPP) Application

3780 Market Street, Riverside, CA 92501 (951) 682-3167, Mon-Fri 9:00 am – 5:00 pm

Applicant Name: _____ **Date:** _____

Address: _____ **Phone:** _____

E-Mail: _____

Employer Name: _____

Work Address: _____ **Work Phone:** _____

Work E-Mail: _____

DEPP application fee is \$34 per month. Please make check payable to: Parking Concepts Inc.

Vehicle Make	Vehicle Model	License Plate #	Color

Note: List up to two vehicles per DEPP permit. Notify Parking Concepts Inc. if vehicle information changes.

(Please check your preferred Garage*) ☐ 1 / ☐ 2 / ☐ 3 / ☐ 6 / ☐ 7

(Please check your preferred Lot*) ☐ 1 / ☐ 3 / ☐ 12 / ☐ 16 / ☐ 18 / ☐ 19 / ☐ 27 / ☐ 33 / ☐ 38 / ☐ 52

*Subject to availability by location; space cannot be guaranteed. Permit is not transferable.

Apply in person and submit the application to Parking Concepts Inc. with the following documents:

- Government issued Identification Card
- Current vehicle registration (required to confirm vehicle on account)
- Current paycheck stub or latest W-2
- Employer Verification Letter or Employer Bulk Verification Form (for multiple employees)

Following criteria listed below must apply (check each box to confirm)

Full-time or Part-time employee, intern, or volunteer (employer verification letter required)

Earning \$34 per hour or less or \$70,720 annually or less (current pay stub or latest W-2 required)

Hourly/Annual pay rate: _____

Work in an establishment located within the area bounded by 3rd Street to the north, 14th Street to the south, Mulberry Street to the east and Brockton Avenue to the west.

I understand that the DEPP permit is for business use and not personal use. The DEPP permit shall not be transferred. I understand that unauthorized use will suspend future DEPP permit privileges. I understand all posted parking signs shall be followed and improper parking may result in a parking citation. I declare that the foregoing is true and correct.

Signature: _____ **Date:** _____

For Office Use Only	
Date Processed: _____	Amount: _____
Payment method: ☐ Card ☐ Online Payment ☐ Check# _____	
Permit issued by: _____	Permit #: _____
Date: _____	

Valid for FY 26/27



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Discounted Employee Permit Program (DEPP) Terms and Conditions

1. **Access Card/License Plate (Permit) Use:** The DEPP permit program provides parking access in either a parking garage or a parking lot depending on the space availability. The DEPP permit is for the sole use of the applicant for business use and is not transferable. The DEPP permit is valid 24 hours per day, 7 days per week with a 12-hour parking window. After the 12-hour parking window expires, the DEPP permit holder is subject to pay the hourly rate up to the daily max with no exceptions and can be cited for non-payment. The DEPP permit program authorizes up to two (2) passenger vehicles to be registered, but only one (1) passenger vehicle can park at a single time with no specified parking space.

DEPP permit holders assigned to a parking garage will receive a Garage Access Card and will be required to always have it available upon entry and exit. The Garage Access Card must be used in sequence to enter and exit. The automated garage system will lock down a Garage Access Card if sequencing is disrupted. If this happens, then the DEPP permit holder must contact the Command Center for assistance by pressing the "phone" icon on any pay station touch screen. A License Plate Recognition (LPR) system may be used as a convenient feature to enter and exit the parking garage, but it will not replace the mandatory requirement of the Garage Access Card.

DEPP permit holders assigned to a parking lot must utilize a registered DEPP vehicle and the license plate must be mounted properly to validate DEPP parking permit. Use of a non-registered DEPP vehicle may result in a parking citation.

2. **Permit Fee:** A \$25 replacement fee will be applied for lost, stolen, or damaged access cards. The qualifying wage rate and monthly DEPP fee shall be adjusted on July 1st annually based on the Low-Income Limit for an individual in Riverside County as published by HUD in May of each year.
3. **Renewal:** To renew DEPP permit, qualifying applicants will be required to provide Parking Concepts Inc. a copy of the most current pay stub/W-2 (in person, by email or mail) during the last five (5) business days of the current month through the first five (5) business days of the new month. The DEPP permit is valid from the first day through the last day of the month. There is no refund or proration for partial use. DEPP applicants are responsible for promptly updating all personal contact or vehicle information. Customers must make their payment on the following link by the first of every month. A \$20 late fee will be applied after the 5th of every month.

<https://portal.text2park.com/Account/Login>

Please note, the DEPP permit is month to month, and contingent upon the applicant providing the proper documents and monthly payment.

4. **Liability:** Liability is limited as posted in the parking garage/lot and as stated herein. The City of Riverside and its parking operator, Parking Concepts Inc. shall not be held responsible for damages, loss, or injury caused by any person or property, by fire, theft, act of God, act of people, or from any other source.
5. **Cancellation:** The City of Riverside may terminate this agreement for any reason by providing the applicants with written notice. DEPP applicants are required to submit a **30-day** written notice to Parking Concepts Inc. to cancel this contract.

I understand and agree to abide by the terms and conditions set forth above and as posted in the parking facility. Failure to do so will result in permanent cancellation of DEPP privileges and/or parking citations.

Signature: _____ **Date:** _____

Valid for FY26/27