



Downtown 24/7 Permit Program 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: _____

Downtown 24/7 Permit fee is \$160 per month. Please make check payable to: Parking Concepts Inc.

Vehicle Make	Vehicle Model	License Plate #	Color

Note: One vehicle per Downtown 24/7 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 transferrable.

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 utility bill, business tax license and/or Employer Verification Letter

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

- ☐ Downtown resident, or
- ☐ Downtown business, or
- ☐ Downtown employee, and
- ☐ Must be 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 Downtown 24/7 permit is for downtown residents, downtown businesses, and downtown employees only and shall not be transferred. I understand that unauthorized use will suspend future Downtown 24/7 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:	_____		

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Downtown 24/7 Permit Program Terms and Conditions

1. **Access Card/License Plate (Permit) Use:** The Downtown 24/7 permit program provides parking access in either a parking garage or a parking lot depending on the space availability. The Downtown 24/7 permit is for the sole use of the applicant and is not transferable. The Downtown 24/7 permit is valid 24 hours per day, 7 days per week with unlimited in and out access. The Downtown 24/7 permit program authorizes (1) registered passenger vehicle with no specified parking space.

Downtown 24/7 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 Downtown 24/7 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.

Downtown 24/7 permit holders assigned to a parking lot must utilize the registered vehicle from the application, the license plate must be mounted properly to vehicle for the permit to be valid. Use of a non-registered 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 Downtown 24/7 permit fee will increase \$15 per month each July 1st through July 1, 2030.
3. **Renewal:** To renew Downtown 24/7 permit, qualifying applicants will be required to visit Parking Concepts Inc. to provide a copy of ID, utility bill, business tax license, employer verification letter or most current pay stub (in person, by email or mail) during the last five (5) business days of the month or the first five (5) business days of the new month. The Downtown 24/7 permit is valid from the first day through the last day of the month. There is no refund or proration for partial use. Downtown 24/7 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, Downtown 24/7 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. Downtown 24/7 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 Downtown 24/7 privileges and/or parking citations.

Signature: _____ **Date:** _____