



City of Tampa Parking Division

Monthly Parking Lot Rules & Regulations

Mailing Address: 107 N. Franklin Street, Tampa, FL 33602
Office Location: (Fort Brooke Garage-NW CORNER OF FLA. & WHITING)
Office Hours: Monday - Friday (8:00 A.M. to 5:00 P.M.)
Office Phone: (813) 274-8177; Monthly Parking Only: 274-8474 OR 274-8445

PERMIT HANGTAG USE:

Use of the City of Tampa permit hangtag shall be solely restricted to the applicant-approved, permit customer. Any attempt to resell or transfer the use of the permit hangtag to a third party is strictly prohibited. Such case of fraudulent activity may result in termination of permit hangtag privileges.

The permit hangtag must be displayed from the rearview mirror with the permit location and valid dates visible for parking enforcement purpose. Use of the permit hangtag will only be valid during the time period designated by the printed dates on the permit. Failure to properly display the permit may result in the receipt of a parking citation. Parking citations of this type cannot be cancelled but will be reduced to a \$6.00 fee with driver's license, the renewal portion of your hangtag, and current vehicle registration.

Hang tags purchased in advance for the following time period, may not be displayed until the date for which the permit is valid. Please do not display multiple permit hangtags at any time.

PERMIT HANGTAG AND PLASTIC COVER REPLACEMENT:

There will be a \$3.00 fee to replace a lost permit hangtag and a \$2.00 fee to replace the plastic permit hangtag cover. (The initial plastic cover will be issued free of charge). If permit hang tags are lost or forgotten a replacement permit hangtag must be purchased in order to park in the designated parking location. As previously stated, failure to properly display the permit may result in the receipt of a parking citation. Parking citations of this type cannot be cancelled but will be reduced to a \$6.00 fee with driver's license, the renewal portion of your hangtag, and current vehicle registration.

METHOD OF PAYMENT:

Payment of permit hang tag fees made be made by use of the following options:

1. On-line via use of credit card at www.TampaGov.net/MonthlyParking. Permit hangtags will be mailed to customers upon receipt of payment at a minimum ten days prior to valid time period. Please make sure that mailing address is included as required. In the event that payments are received within ten days of the valid time period, the permit hang tag will only be available for pick up in the Parking Division Administrative Office.
2. United States Postal Service or reliable courier service. Permit hangtags will be mailed to customers upon receipt of payment at a minimum ten days prior to valid time period. Please make sure that mailing address is included on the payment stub. In the event that payments are received within ten days of the valid time period, the permit hang tag will only be available for pick up in the Parking Division Administrative Office.
3. In person at the Parking Division Administrative Office located at 107 North Franklin Street adjacent to the Poe Plaza on the ground level between 8:00 AM and 5:00 PM – Monday through Friday.

PAYMENT STUBS:

All permit hangtag customers must submit payment with the appropriate renewal stub completed with name, address, and phone number. A replacement stub must be completed if you do not have your current permit renewal stub. To ensure efficient processing of payment please remember to record your permit hangtag number on your check. Permit hang tag payments may not be processed in a timely manner without this number. In the event that a permit hangtag customer misplaces their permit hangtag, identification must be presented to purchase the new permit hangtag.

LATE PAYMENT AND SPACE AVAILABILITY:

Permit hangtag spaces must be purchased by the effective renewal date or the space may be leased to the next available customer. Failure to renew the permit hang tag by the effective date will provide the Parking Division the right to relinquish the customer's parking privilege for the permit hang tag location.

REQUEST FOR LEAVE OF ABSENCE:

Under no circumstances will a permit hangtag be reserved for absences that are 30 days or longer. Any absences that are less than 30 days will require full payment for that month. In the event that an access card customer elects to take a leave of absence from their place of business, the customer must complete a leave of absence request prior to going on leave of absence. All requests must be completed in person at the Parking Division Administrative Office.

Upon completion of the request, the customer will be required to turn in their current permit hangtag and their account will be placed on hold. If a credit is due to the account, the refund will be calculated from the effective date of the leave of absence. Upon return from the leave of absence the applicant may be accommodated if permit hang tag inventory is available. In the event that the permit hangtag inventory is unavailable, the Parking Division will make every effort to assist with available parking options.

Should the customer not be able to return on the expected date of return, they must submit a written request for an extension of their leave.

MONTHLY PARKING REFUNDS:

Permit hangtag customers will be eligible for a refund provided the permit hangtag customer has parked with the City of Tampa for a minimum period of 30 days. In order to complete this process, a refund request form must be completed by the customer and submitted to the Parking Division Administrative Office. Once completed and approved, the refund will be mailed to the customer within 10-14 business days.

TRANSFER OF PERMIT HANGTAGS:

Permit hangtags are not transferable between customers. Only the City of Tampa Parking Division may authorize application and distribution of permit hang tags.

RESPONSIBILITY FOR DAMAGE, THEFT, OR INJURY:

The City of Tampa is not responsible for damage to or theft of your vehicle or the contents of the vehicle. The City of Tampa will not be responsible for any personal injury occurring at City operated parking locations.

All City of Tampa Parking Division Policies and Procedures are subject to change. Please consult the Parking Division web site at www.Tampagov.net/parking or contact the Parking Division Administrative Offices at 107 North Franklin Street for a copy of the current Parking Division policies.