

**City of Tampa Parking Division**  
**Monthly Parking Lot Rules & Regulations**

Office Address: 107 N. Franklin Street, Tampa, FL 33602 (Fort Brooke Garage- NW corner of Florida & Whiting)

Office Hours: Monday - Friday 8:00 a.m. to 5:00 p.m. Office Phone: (813) 274-8179

Website: <http://www.tampagov.net/parking>

**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 website at <http://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.

**LOT PERMIT USE:**

Use of the City of Tampa Lot Permit shall be solely restricted to the applicant-approved, permit customer. Any attempt to resell or transfer the use of the permit to a third party is strictly prohibited. Any such case of fraudulent activity may result in termination of permit privileges. It is the Lot Permit Holder's responsibility to maintain his/her account with accurate license plate # information. Failure to have all appropriate license plate #s assigned to his/her account will result in a possible parking citation, which may be submitted for review. Proper identification (such as a driver's license) must be produced, along with current vehicle registration.

**SPECIAL EVENT REQUIREMENT AT SELMON SURFACE LOTS:**

By rate resolution, the City reserves the right to charge a flat rate for special-event parking at these surface lots. After 7:00 p.m. on weekdays and all day on Saturday and Sunday, monthly patrons will not be permitted access to these locations.

**PAYMENT DUE DATE:**

Monthly-parking payments are due on the 1st of the month, regardless if the 1<sup>st</sup> is on a weekend or a City holiday. Monthly-parking payments not received by the 1st of the month will be subject to immediate cancellation of parking privileges and will require payment of a \$5.00 late fee per each access card. Payments received via US Mail must be received in-office by the 1st of the month, regardless of postal delivery delays.

**METHOD OF PAYMENT:**

Payment of monthly parking fees may be made by use of the following options:

1. On-line, via use of credit/debit card at <http://www.tampagov.net/parking>. Customers may also utilize an auto-debit payment option with any major credit/debit card, if desired. This may be set up online or in-office.
2. In person at the Parking Division Administrative Office located at 107 North Franklin Street, floor 1 of the Fort Brooke Garage. Office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. Individual customers paying by check must present a driver's license to process payment.
3. After hours by use of the Parking Division Administrative Office drop box located on the exterior office wall, to the right of the administrative office entrance doors (check/money order/cashier's check payments only – no cash accepted).

**LATE PAYMENT AND SPACE AVAILABILITY:**

Lot permit 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 by the effective date will provide the Parking Division the right to relinquish the customer's parking privilege for the permit location.

**MONTHLY PARKING REFUNDS:**

Lot permit customers will be eligible for a 31-day monthly prorated refund, provided he/she has parked with the City of Tampa for a minimum period of 30 days. This is regardless if the cancellation occurs in a 31, 30, 29 or 28-day month. Please allow 30 business days for refunds to be processed and mailed.

**TRANSFER OF PERMIT:**

Lot permits are not transferable between customers. Only the City of Tampa Parking Division may authorize application and distribution of permits.

**CANCELLATION POLICY:**

Customers may cancel his/her active permit online by logging into his/her account. Once logged in, from "View Your Permits", click on the permit to cancel. Scroll to bottom of page and click "Return Permit". Follow the prompts to complete the process. If the permit is expired, the online option will not be available. Otherwise, the Parking Division requires written cancellation (provided in-person or US mail) to properly update customer accounts and remove outstanding balances. If permit was not returned online and written cancellation was not received, the customer will be responsible for paying all outstanding balances remaining on his/her account to resume monthly parking.