



CITY OF CLEVELAND
Mayor Justin M. Bibb

Information & Instruction Sheet for Residential Parking Permits

City of Cleveland
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, OH 44114

Phone: (216) 664-2264	Hours of Operation: 8:00 a.m. to 4:30 p.m. Weekdays	dallicenses@clevelandohio.gov
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Before completing and submitting your application to our office, please read all materials and information included. If you have any questions, please call our office at (216) 664-2264 BEFORE YOU APPLY.

A parking permit is required to park an automobile, truck, motorcycle or other motor-driven form of transportation in one of the designated Residential Permit Parking areas listed below. These permits are issued to the following persons/entities:

1. A legal resident of the Residential Permit Parking area who has a motor vehicle registered in his or her name, or who has been granted exclusive use and control of a vehicle by the owner.
2. A person who owns or leases commercial property and actively engages in business activity within a Residential Permit Parking area. **However, no more than one (1) parking permit will be issued for each business establishment.**
3. A short term visitor of a Residential Parking Permit holder. A visitor permit shall be valid for no more than fourteen (14) days from the date of issuance. Residents of a Residential Permit Parking area shall not be issued more than two (2) visitor permits at any one (1) time.

Residential Permit Parking areas

Zone 1 – Little Italy

- E. 115th St. from Bellflower Rd. to Euclid Ave.
 - Cornell Rd. from Murray Hill Rd. to Random Rd.
 - Edgehill Rd. from Murray Hill Rd. to 2241 Edgehill Rd.
 - Murray Hill Rd. from Adelbert Rd. to Mayfield Rd.
 - Paul Ave. in its entirety
 - Random Rd. in its entirety
 - Arey Rd. in its entirety
 - Prior Ct. in its entirety
 - Coltman St. in its entirety
 - Fairview Ave. (a.k.a. E. 125th St.) between Mayfield Rd. and Murray Hill Rd.
- The following streets between Mayfield Road and Euclid Avenue only:
- E. 120th St.
 - E. 123rd St.
 - E. 124th St.
 - E. 126th St.

Zone 2 – Hessler

- Hessler Rd. in its entirety
- Hessler Ct. in its entirety

Zone 3 – West 81st Street

- Between Franklin Blvd. and Detroit Ave.

Zone 4 – E. 118th Street

- Between Wade Park Ave. and Euclid Ave.

Zone 5 – Old Detroit Avenue

- Between West 24th St. and Center St.

Zone 6 – Newton Avenue

- Between East 97th St. and East 101st St.



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for
Residential Parking Permits**

This is an annual permit that expires on June 1st.

City of Cleveland Codified Ordinance Chapter §461, Residential Permit Parking Program

WARNING: Knowingly making a false or fraudulent application for a license constitutes grounds for denial, suspension or revocation.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

You may apply for this license in-person, online or by mail.

In-Person:

1. Gather all supporting documentation that must be submitted along with the application (see the *Required Documentation* page below).
2. Complete the application in its entirety and sign (print legibly using blue or black ink).
3. Visit our office located at the address in the top right-hand corner between the hours provided above.
4. Bring the correct fee as listed below. Acceptable forms of payment are money orders, checks, debit/credit cards and cash.

Online:

1. Gather all supporting documentation that must be submitted along with the application (see the *Required Documentation* page below).
2. Go to <https://ca.permitleveland.org/public/Default.aspx>, and follow the *Online Application Instructions* included in this packet.
3. Be prepared to submit the correct fee as listed on the *Required Documentation* page below. Acceptable forms of payment are electronic check and debit/credit cards.

By Mail:

1. Gather all supporting documentation that must be submitted along with the application (see the *Required Documentation* page below).
2. Make copies of all documentation.
3. Complete the enclosed application in its entirety and sign (print legibly using blue or black ink).
4. Mail the completed application, supporting documentation and correct fee to the Division of Assessments and Licenses at the address listed above in the top right-hand corner. Acceptable forms of payment for mailed applications are Money Orders and Checks.

For a complete list of required documentation, please review the following page.



Required Documentation For Residential Parking Permits

Residential Permits

- 1) **Completed and signed application.**
- 2) A **copy** of the applicant's valid driver's license. Temporary instruction permits will not be accepted.
- 3) **Proof of Residency**
Executed Deed, Lease, or Rental Agreement. The lease must include your name, property address, duration of lease term, landlord's name and signature, and your signature to be valid;
 - ❖ **Subleases and rental sub-agreements will not be accepted. All leases and rental agreements must be between the landlord and tenant, not between a tenant and sub-tenant.**
- 4) **Proof of Vehicle Use or Control – Applicant must provide both of the following items:**
 - Valid Vehicle Registration.
 - ❖ Residents who are assigned a company/business vehicle for use must provide a copy of a valid vehicle registration in the name of the business or vehicle leasing company **and** a verification letter on the company's letterhead authorizing the use of the vehicle.
 - Valid Vehicle Insurance Policy or Proof of Insurance with Applicant listed as Insured.
- 5) **Completed and notarized Exclusive Use and Control of Vehicle Statement (See Page 5).** Not applicable if the vehicle is registered to the applicant. Excludes vehicles in the name of the business or vehicle leasing company.
- 6) **Non-Refundable Fee according to application date:**

June 1 st - December 31 st	\$10.00
January 1 st – May 31 st	\$5.00

Visitor Permits

- 1) **Completed and signed application.**
- 2) A **copy** of the applicant's valid driver's license. Temporary instruction permits will not be accepted.
- 3) **Copy of Residential Parking Permit of the Person Visiting.**
- 4) **Valid Vehicle Registration.**
- 5) **Valid Vehicle Insurance Policy or Proof of Insurance with Applicant listed as Insured.**
- 6) **Completed and notarized Exclusive Use and Control of Vehicle Statement (See Page 5).** Not applicable if the vehicle is registered to applicant.
- 7) **Non-Refundable Fee according to application date:**

June 1 st - December 31 st	\$10.00
January 1 st – May 31 st	\$5.00

Business Permits - Only one (1) per business

- 1) **Completed and signed application.**
- 2) A **copy** of the applicant's valid driver's license. Temporary instruction permits will not be accepted.
- 3) **Business Verification. Applicant must present one (1) of the following items**
 - a) Any valid business license with address located within parking area.
 - b) Property purchase agreement.
 - c) Tax bill of address within the parking area.
- 4) **If an employee of the business, a notarized statement from the owner of the business listed on the verification provided above authorizing the issuance of a permit**
- 5) **Proof of Vehicle Use or Control – Applicant must provide both of the following items:**
 - Valid Vehicle Registration.
 - ❖ Applicants who are assigned a company/business vehicle for use must provide a copy of a valid vehicle registration in the name of the business or vehicle leasing company **and** a verification letter on the company's letterhead authorizing the use of the vehicle.
 - Valid Vehicle Insurance Policy or Proof of Insurance with Applicant listed as Insured.
- 6) **Completed and notarized Exclusive Use and Control of Vehicle Statement (See Page 5).** Not applicable if the vehicle is registered to the applicant. Excludes vehicles in the name of the business or vehicle leasing company.
- 7) **Non-Refundable Fee according to application date:**

June 1 st - December 31 st	\$10.00
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Date:	Permit # (Internal Use Only):
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SECTION A – PERMIT AREA/TYPE			
Fee: (Non-Refundable)	From June 1 st through December 31 st \$10.00	From January 1 st through May 31 st \$5.00	New Customers Only: From May, 2022 through 5/31/23 \$15.00
Type: (Please check one)	<input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Visitor <div style="text-align: right; margin-top: 5px;">LIST DATES _____ TO _____</div>		
Area: (Please check one)	<input type="checkbox"/> Zone 1 – Little Italy Area <input type="checkbox"/> Zone 2 – Hessler Road <input type="checkbox"/> Zone 3 – W. 81 st Street <input type="checkbox"/> Zone 4 – E. 118 th Street <input type="checkbox"/> Zone 5 – Old Detroit Avenue <input type="checkbox"/> Zone 6 – Newton Avenue		

SECTION B - APPLICANT INFORMATION			
Name:			
Address:			
City:	State:	Zip:	
Telephone #:	Email:		
If property is leased, provide the following information: (For Residential Applicants Only)			
Property Owner Name/Leasing Company:			
Address:			
City:	State:	Zip:	
Telephone #:			

SECTION C - BUSINESS INFORMATION (COMPLETE ONLY IF APPLYING FOR A BUSINESS PERMIT)			
Business Name:			
Business Owner Name:			
Address:			
City:	State:	Zip:	
Telephone #:	Email:		

SECTION D - VEHICLE INFORMATION			
License Plate Number:			State:
Make:	Model:	Year:	Color:
Person or Entity to whom the Vehicle is Registered:			

SECTION E - ACKNOWLEDGEMENT
I declare under penalty of perjury, that all of the information contained within this application and any accompanying documentation is true and correct. I understand that submitting false or dishonest information could result in license revocation and the issuance of criminal citations and/or prosecution.

APPLICANT SIGNATURE



Exclusive Use & Control of Vehicle Statement

SECTION A – INFORMATION

Date:	Permit Type: Residential Parking
Applicant Name:	
Vehicle Make:	Vehicle Model:
Vehicle Year:	Vehicle License Plate #:
Vehicle Owner:	
Telephone:	Email:

SECTION B - DECLARATION

I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the permit issued in association with this statement will be revoked. I declare that I am the owner of the vehicle of the foregoing permit application, and I declare that the above-named applicant will have exclusive use and control of the vehicle for the entirety of the licensing period.

SIGNATURE OF VEHICLE OWNER

State of _____ }

County of _____ } ss:

_____, was sworn to before me, and subscribed in my presence, this
(Print Name)

_____ day of _____, 20_____.

Notary Public

My notary expires: _____