



Documents Accepted for Residential Parking Permits

Vehicle Permits:

- The **valid** Alberta Vehicle Registration must contain the applicant's current address where the permit is required within the Residential Parking Zone.
- We will accept an original, copy or electronic image of the valid Alberta vehicle registration as long as the vehicle registration is valid and contains the address where the permit is required.
- If the proper address (including the correct unit number within a building) is not on the vehicle registration, the applicant must have the address changed at any registry office before a permit can be issued. The registry office can immediately produce a revised vehicle registration for a fee. Please check with a registry office for the requirements to change the address.
- The above processes are in effect regardless of how the applicant applies for their parking permit.

Exceptions When Issuing RPP permits

The Calgary Parking Authority may issue residential parking permits to qualified applicants in the following circumstances:

a. Company Vehicle

If the vehicle is registered in a company name, the applicant shall produce the following:

- Valid vehicle registration showing the company name AND
- A letter from the company authorizing the resident to use the vehicle AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone:
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - A valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months
 - Driver's Licence if issued in the current month or the previous two months

A personally registered vehicle cannot be claimed as a company vehicle unless it states the company name on the registration.

b. Leased Vehicle

If the vehicle is a leased vehicle, the applicant shall produce the valid vehicle registration, the vehicle lease agreement, and one of the following showing the applicant's name and current address where the permit is required within the Residential Parking Zone:

- Telephone bill for the current month or either of the previous two months



- Utility/cable bill for the current month or either of the previous two months
- Bank or credit card statement for the current month or either of the previous two months
- A valid lease agreement (of at least six months in duration)
- Current vehicle insurance showing the address where the permit is required
- Applicant's pay slip for the current month or either of the previous two months
- Driver's Licence if issued in the current month or the previous two months

If the vehicle is a short-term rental/leased vehicle, the applicant shall produce current proof of address as described above AND the valid rental agreement of the vehicle containing a specific return date. Upon presentation of these documents, a short-term temporary permit will be issued for the duration of the vehicle rental agreement.

c. Borrowed Parents Vehicle

If a resident is the primary driver of their parent's vehicle, the applicant shall produce the following:

- Valid vehicle registration registered in your parent's name at their address AND
- A letter signed by your parent(s) including a current date, their phone number, address and licence plate and stating that you are the primary driver of the vehicle AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone:
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - A valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months
 - Driver's Licence if issued in the current month or the previous two months

d. P. O. Box Number on Registration

If the address on the vehicle registration is addressed to a Calgary P.O. Box number, the applicant shall produce the following:

- Valid Alberta vehicle registration AND
- A P.O. Box rental agreement or receipt (only required if the vehicle registration does not include "P.O. Box number" or show the resident's name) AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - A valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months



- Driver's Licence showing the address where the permit is required if issued in the current month or the previous two months

e. Dual Residents

A dual resident is defined as an individual who maintains and **resides in** two separate residences, one of which must be within the City of Calgary and one of which must be outside of the City of Calgary. All **three** of the following documents must be presented to obtain a permit:

- Valid vehicle registration showing the address for which you are a dual resident **outside of Calgary AND**
- Current proof of address for the location where the permit is required. This document must show the current date, the address and the same name as on the vehicle registration and
- Current proof of address for the secondary address outside of Calgary (that is shown on the vehicle registration) and has a current date, the address and the same name as on the vehicle registration

Accepted proof of address documents include:

- Telephone bill for the current month or either of the previous two months
- Utility/cable bill for the current month or either of the previous two months
- Bank or credit card statement for the current month or either of the previous two months
- A valid lease agreement for the qualifying residence within the City of Calgary (of at least six months in duration)
- Applicant's pay slip for the current month or either of the previous two months
- Driver's Licence if issued in the current month or the previous two months

f. Students:

All students shall produce **all three of the following documents:**

- Valid Vehicle Registration AND
- One of the following showing current proof of enrolment issued by the educational institution:
 - Current school semester timetable
 - Enrolment letter identifying you are a current student
 - Current student identification with program expiry AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone:
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - A valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months



Visitor Permits:

Providing that an **address qualifies for Visitor Permits**, the applicant must produce **one** accepted proof of residence document. The document must show the applicant's name, date within the current month or previous two months and the address where the permits are required within the Residential Parking Zone. The acceptable documents are:

- Current year's Tax Assessment or Tax Bill
- Telephone bill for the current month or either of the previous two months
- Utility/cable bill for the current month or either of the previous two months
- Bank or credit card statement for the current month or either of the previous two months
- Valid lease agreement (of at least six months in duration)
- Applicant's pay slip for the current month or either of the previous two months
- Driver's Licence if issued in the current month or the previous two months
- Valid Alberta vehicle registration or insurance stating the correct address within the Residential Parking Zone

Note: A vehicle registration is not required to obtain a Visitor Parking Permit providing that the applicant produces an accepted proof of residence document as outlined above.

Non-resident Landlords:

Qualified landlords may apply for **one permit** upon presentation of one of the following documents:

- Current year's tax assessment or tax bill with owner's name and dwelling address. If the owner address portion listed on the tax bill/assessment indicates the same address as the property that the permit is to be issued to, then the owner must provide proof that they reside in an alternate address.
- Copy of current land title with owner's name providing it shows the residential address (not just the block/plan information)
- If corporate owner (named or numbered), a copy of the "annual return" filed with the Alberta Government Corporate Registry
- Property tax receipt
- If management company or agent, any of the above and a letter from the owner

Special Parking Permits (AAA and YY)

One Special Parking Permit will be issued per unit address. The permit is issued to the applicant who resides in Zone AAA or YY upon presentation of one of the following documents **and** payment of \$50.00 + GST (\$52.50 total) for a two year permit. The acceptable proof of address document must show the applicant's name and the address where the permit is required within the Residential Parking Zone.

- Telephone bill for the current month or either of the previous two months
- Utility/cable bill for the current month or either of the previous two months



- Bank or credit card statement for the current month or either of the previous two months
- Valid lease agreement (of at least six months in duration)
- Valid Alberta vehicle registration or insurance
- Applicant's pay slip for the current month or either of the previous two months
- Driver's Licence if issued in the current month or the previous two months

Temporary Parking Permits

a. Vehicle Under Repair or Rental Vehicle

If the applicant's registered vehicle is under repair and the applicant has been provided with a courtesy vehicle from an auto body shop or if they have a valid car rental agreement for use on a short-term basis, one temporary permit may be issued. This temporary permit will be valid for the term of the rental agreement or for the specific term on the letter of permission from the repair facility.

The applicant must provide:

- Valid vehicle rental agreement, showing the return date AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - Valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months
 - Driver's Licence if issued in the current month or the previous two months
 - Valid Alberta Vehicle Registration or valid insurance of the repaired vehicle

b. Change of In-Province Registration

If the applicant has recently moved to Calgary from another location within the province and has not yet updated his or her vehicle registration, the Calgary Parking Authority may issue one short-term temporary permit.

The applicant must provide:

- Valid Alberta vehicle registration AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - A valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months



- Driver's Licence if issued in the current month or the previous two months

This permit will not be extended.

c. Out of Province Registration

If an applicant has moved to Calgary from an address outside of Alberta and has not yet updated their vehicle registration to reflect the Calgary address where the permit is required, the Calgary Parking Authority may issue one maximum 90-day temporary permit. This permit will not be extended and is issued to provide time for the applicant's vehicle to meet the Alberta requirements and obtain an Alberta vehicle registration at the Calgary address where the permit is required.

The applicant must provide:

- Valid vehicle registration from outside Alberta AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - Valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months

d. Out-of-Town Visitors

If you live in a qualifying address, you can receive a maximum two-week temporary permit for your out-of-town guests.

You will need to provide:

- A copy of the visitor's vehicle registration showing the visitor's out-of-town address AND
- The date(s) of when your guest is visiting your property AND
- One of the following documents showing the applicant's name and current address where the permit is required within the Residential Parking Zone
 - Telephone bill for the current month or either of the previous two months
 - Utility/cable bill for the current month or either of the previous two months
 - Bank or credit card statement for the current month or either of the previous two months
 - A valid lease agreement (of at least six months in duration)
 - Applicant's pay slip for the current month or either of the previous two months
 - Driver's Licence showing the address where the permit is required if issued in the current month or the previous two months

Short-term visitor permits are issued for the length of stay of your guest's visit up to a maximum of two weeks and cannot be extended.