



## 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.
- Another individual may apply for and pick up the permit on behalf of the registered owner of the vehicle.
- 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 whether the applicant is applying in person, by fax, email or mail.

### 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 valid vehicle registration AND one of the following documents showing the applicant's name and current address where the permit is required:

- 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 signed and current lease agreement (month-to-month lease agreements are not acceptable)
- 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:



- 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 signed and current lease agreement (month-to-month lease agreements are not acceptable)
- 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, CPA may issue a residential parking permit upon presentation of the following documents:

- Valid vehicle registration showing their parent's name  
**AND**
- A letter from the parent as the registered owner of the vehicle. The letter must include a current date, their telephone number and address, the vehicle licence plate and the parent's signature. The letter must also state that the applicant/resident is the principle/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 signed and current lease agreement (month-to-month lease agreements are not acceptable)
  - 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 valid Alberta vehicle registration as well as 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 signed and current lease agreement (month-to-month lease agreements are not acceptable)
  - 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
- AND**
- A current P.O. Box rental agreement or receipt indicating the applicant's name and address (only required if the vehicle registration does not include "P.O. Box number")

#### **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:

- A copy of the valid vehicle registration showing an address from outside the City of Calgary (the registration must **not** show an address that displays as a Calgary address)
- AND**
- Current proof of address for the Calgary address where the permit is required. The proof of address must show a current date (within the current month or the past two months), the address where the permit is required and the same name as is listed on the vehicle registration
- AND**
- Current proof of address from the secondary address as is indicated on the vehicle registration (from outside the City of Calgary). This proof of address must contain the same name of the person listed on the vehicle registration, a current date (within the current month or either of the previous two months) and the same address as is listed on the valid vehicle registration that the applicant is providing for dual residency status

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 signed and current lease agreement for the qualifying residence within the City of Calgary (month-to-month lease agreements are not acceptable)
- 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. Dealer Plates**

If the vehicle is registered to a motor vehicle dealership, the applicant shall produce:

- The valid dealer plate registration certificate
- AND**
- A letter from the motor vehicle dealership, on company letterhead and signed by an authorized agent of the company, stating the name of the applicant and the specific licence plate to be used by the employee and authorizing the applicant's use of the motor vehicle plate that is registered to the dealership.

**AND**

One of the following documents showing the applicant's name (as shown on the dealership letter) and the applicant's current address where the permit is required:

- 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
- Current lease agreement for the qualifying residence within the City of Calgary (month-to-month lease agreements are not acceptable)
- 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 is issued specifically to one plate only and must be returned before another permit can be issued. This permit will hang on the rearview mirror of the vehicle as the employee will often be required to take home different vehicles during their employment with the dealership. This permit will count towards the limit of two vehicle-specific Residential Parking Permits that are issued at no cost per dwelling unit.

#### **g. Vehicles Owned by Legal/Law Enforcement Employee**

If the vehicle is owned by a legal/law enforcement employee (eg. police officer, judge, lawyer, prosecutor or an employee of the provincial court) where the vehicle is not registered to the required residential address within the Residential Parking Zone, the applicant shall produce **all three** of the following documents listed below.

- Valid Alberta Vehicle Registration
- AND**
- Official proof of the reason for their exemption (such as badge, security tag, company photo ID)

**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
- Current lease agreement for the qualifying residence within the City of Calgary (month-to-



month lease agreements are not acceptable)

- 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

### **Students:**

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

- Valid Vehicle Registration **showing an address from outside the City of Calgary.** Students showing a Calgary address on their vehicle registration do not qualify for the student exemption and must change the address on their vehicle registration to where the permit is required.
- Current school semester timetable, enrollment letter from the college or university identifying that you are a full-time student for the current school year or current full-time student identification showing the specific date of program expiry

### **AND**

One of the following documents showing the student's name and current address where the permit is required:

- 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 signed and current lease agreement (month to month lease agreements are not acceptable)
- 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 and that they have not already been issued for the permit year**, 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. The acceptable documents are:

- Tax Assessment or Tax Bill (if issued for the current permit application year)
- 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
- Current lease agreement for the qualifying residence within the City of Calgary (month-to-month lease agreements are not acceptable)
- 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 the Visitor Parking Permits providing that the applicant produces an accepted proof of residence document as outlined above.

### **Absentee 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 land title with owner's name providing it has been recently issued and 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
- If management company or agent, any of the above and a letter from the owner
- Property tax receipt for the qualifying address within the zone

### **Special Parking Permits (AAA and YY)**

**One** Special Parking Permit will be issued per unit address per permit year. 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 \$25.00 + GST (\$26.25 total). The acceptable proof of address document must show the applicant's name and the address where the permit is required.

Acceptable proof includes:

- 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
- Current lease agreement (month-to-month agreements are not acceptable)
- 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 the valid vehicle rental agreement (from an authorized rental facility) or letter (on company letterhead) of authorization from a vehicle repair facility. The vehicle



rental agreement must show a specific return date on the agreement. The letter of permission from the rental facility must indicate that they are providing their permission for the applicant to use the vehicle and must state the date the applicant will return the vehicle.

**AND**

The applicant must also provide current proof of address indicating where the applicant requires the permit.

Acceptable proof of address documents are:

- 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
- Current lease agreement (month-to-month agreements are not acceptable)
- 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 – will issue a short-term temporary permit.**

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 upon presentation of one of the following documents:

- Telephone bill for the current month
- Utility/cable bill for the current month
- Bank or credit card statement for the current month
- Current lease agreement (month-to-month lease agreements are not acceptable)
- Applicant's pay slip for the current month
- Driver's Licence if issued in the current month

This permit cannot 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 cannot 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 present their valid vehicle registration from outside Alberta **AND** one of the following documents:

- Telephone bill for the current month or the previous month
- Utility/cable bill for the current month or the previous month
- Bank or credit card statement for the current month or the previous month
- Current lease agreement (month-to-month agreements are not acceptable)



- Applicant's pay slip for the current month or the previous month

#### **d. Upcoming Renewal for a Chargeable Permit**

If an applicant is applying for a vehicle-specific permit (and they have all of the required documentation to obtain a vehicle permit) in a zone with a renewal date that is two months or less in the future and the permit is a chargeable permit (a maximum of two vehicle-specific Residential Parking Permits are issued at no cost per dwelling unit), a short-term temporary permit may be issued to the applicant until the zone's renewal date at no cost.

This temporary permit is **only valid within one city block of the address**; if the permit holder parks outside a city block radius, they may incur a ticket for which they will be responsible. If the applicant wishes to park in the entire zone area, they can pay the \$50.00 + GST (\$52.50 total) charge for the residential parking permit.

The required documents for this exception are the same as in the sections above.

#### **e. Short-term/temporary Visitor Permit**

If you live in a qualifying address, you can receive a maximum two-week temporary permit for your out-of-town guests. Short-term visitor permits must be obtained in-person at our office at 620-9th Ave SW. These permits are unable to be post-dated; therefore, they must be issued close to the date the permit is required.

You will need to provide:

- Proof of the out-of-town address for your guest, such as a copy of the driver's license, vehicle registration or rental car agreement;

**AND**

- The date(s) of when your guest is visiting your property.

**AND**

- One of the following proof of residence documents for your address:
  - 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
  - Current lease agreement (month-to-month agreements are not acceptable)
  - 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

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. Short-term visitor permits can only be used for the guest's vehicle.