



# Residential Parking Permits (RPP) Proof of Residency Accepted Documents

## Standard RPP, Market Permit and Low-Income Market Permit

- Calgary Parking will accept an original, copy or electronic image of a valid Alberta Vehicle Registration Certificate. **NOTE:** Both sides of the perforated line must be provided. If you do not have the complete certificate, unfortunately, we will not be able to accept it.
- The applicant's current address where the permit is required within the Residential Parking Zone (RPZ) must be indicated on the registration certificate.
- If the current address (including the correct building unit number) is not on the registration certificate, the applicant will need to change the address at a registry office before a permit can be issued. More information on how to update driving documents can be found at [www.alberta.ca](http://www.alberta.ca).
- This process is in effect whether an applicant applies online or in-person.



## Exceptions for issuing parking permits

Calgary Parking may issue a Standard RPP, Market Permit and Low-Income Market Permit to qualified applicants in the following circumstances:

### Students

If the applicant is physically attending school or post-secondary institution in Calgary, the following **three documents** are required:

- Valid Vehicle Registration Certificate
- **One** of the following that confirms 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
- **One** of the following proof of residency documents that confirms the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip



- Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

### Company vehicle

If the vehicle is registered in a company name, the following **three documents** are required:

- Valid Vehicle Registration Certificate showing the company name
- A letter from the company authorizing the applicant to use the vehicle
- **One** of the following proof of residency documents that confirms the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

### IMPORTANT NOTES:

- Proof of residency documents must be issued within two months of applying for the permit.
- A personally registered vehicle cannot be claimed as a company vehicle unless it states the company name on the registration.

### Shared family vehicle

If an applicant regularly drives a family member's vehicle, the following **three documents** are required:

- Valid Vehicle Registration Certificate registered at the family members' address
- A letter indicating the applicant drives the vehicle, dated and signed by the family member along the contact number, address and licence plate
- **One** of the following proof of residency documents that confirms the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.



## Dual resident

A dual resident is an individual who maintains and **resides in two separate residences**, one of which is within Calgary and one of which is outside Calgary's city limits. If the applicant is a dual resident, the following **three documents** are required:

- Valid Vehicle Registration Certificate showing the address for which the applicant is a dual resident **outside Calgary's city limits**
- Proof of residency for the secondary address **outside Calgary's city limits** (that is shown on the vehicle registration) including the date, address and same name as on the vehicle registration
- Proof of residency for the location where the permit is required **within Calgary** including the date, address and the same name as on the vehicle registration. Accepted proof of residency documents include:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

## Post office (PO) box number on registration

If the address on the vehicle registration is addressed to a Calgary PO box number, the following **two documents** are required:

- Valid Alberta Vehicle Registration Certificate that shows the PO Box number. If the PO Box number is not on the registration certificate or the rental agreement, a receipt proving ownership must be included.
- **One** of the following proof of residency documents that confirms the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

### IMPORTANT NOTES:

- Proof of residency documents must be issued within two months of applying for the permit.
- If registration shows a PO Box number that is outside of Calgary, please apply as a 'dual resident'.

#### CALGARY PARKING

400 - 39 Ave. S.E., Calgary, AB T2G 5P8

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## **Visitor Permit**

If an address qualifies for a Visitor Permit, only **one** of the following documents is required to demonstrate proof of residency including the name and address where the permit is required within the RPZ:

- Current year's Tax Assessment or Tax Bill
- A valid lease agreement (of at least six months in duration)
- Telephone bill
- Utility/cable bill
- Bank or credit card statement
- Pay slip
- Valid driver's licence
- Valid Alberta Vehicle Registration Certificate or insurance

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

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## **Non-resident Landlord Permit**

A non-resident landlord is the owner or manager of a rental unit in which they do not reside at. One permit may be issued when **one** of the following documents is provided:

- Current year's Tax Assessment or Tax Bill. If the address listed on the Tax Bill or Assessment shows the same address as the property that the permit is to be issued to, the applicant must provide proof that they reside in an alternate address
  - Copy of the land title with owner's name providing it shows the residential address (not just the block/plan information)
  - Property tax receipt
  - If the applicant is a corporate owner, a copy of the Annual Return filed with the Alberta Government Corporate Registry (named or numbered) must be included.
  - If the applicant is a management company or agent, a letter from the property owner must be included.
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## **Select Permit**

If an address qualifies for a Select Permit, **one permit may be issued per unit address**. Only **one** of the following documents is required to demonstrate proof of residency including the name and address where the permit is required within the RPZ:

- Current year's Tax Assessment or Tax Bill
- A valid lease agreement (of at least six months in duration)
- Telephone bill



- Utility/cable bill
- Bank or credit card statement
- Pay slip
- Valid driver's licence
- Valid Alberta Vehicle Registration Certificate or insurance

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

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### **Temporary Permit**

A Temporary Permit may be issued by Calgary Parking for one of the following reasons below. **Please note** that it is within Calgary Parking's sole discretion to determine when and how long a Temporary Permit will be issued for.

#### **Vehicle under repair or rental vehicle**

If an applicant is using a courtesy vehicle from a repair facility or has a short-term valid vehicle rental agreement, Calgary Parking may issue one Temporary Permit.

The Temporary Permit is valid for the term of the rental agreement or for the specified term on the letter of permission from the repair facility.

Before the permit is issued, the following **two documents** are required:

- Valid vehicle rental agreement or letter from the repair facility, showing the return date
- **One** of the following documents showing the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

#### **In-province relocation**

If an applicant has moved to Calgary from another location within the province and has not yet updated the vehicle registration to reflect the Calgary address where the permit is required, Calgary Parking may issue one maximum 14-day Temporary Permit.



This permit will not be extended. It is issued to provide time for the applicant to obtain an Alberta Vehicle Registration at the Calgary address where the permit is required in accordance with Service Alberta.

Before the permit is issued, the following **two documents** are required:

- Valid Alberta Vehicle Registration Certificate
- **One** of the following documents showing the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

### Out of province relocation

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, Calgary Parking may issue one maximum 90-day Temporary Permit.

This permit will not be extended. It is issued to provide the applicant with time to receive a vehicle inspection and an Alberta Vehicle Registration Certificate that shows the address where the permit is required.

Before the permit is issued, the following **two documents** are required:

- Valid Alberta Vehicle Registration Certificate
- **One** of the following documents showing the applicant's name and address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.

### Out-of-town visitors

If an address qualifies, Calgary Parking may issue a maximum 14-day Temporary Permit for out-of-town guests. This permit will not be extended.

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Before the permit is issued, the following **three documents** are required:

- A letter indicating the dates of the visit
- A copy of the visitor's vehicle registration showing the out-of-town address
- **One** of the following documents showing the applicant's name and current address where the permit is required within the RPZ:
  - A valid lease agreement (of at least six months in duration)
  - Telephone bill
  - Utility/cable bill
  - Bank or credit card statement
  - Pay slip
  - Valid driver's licence

**IMPORTANT NOTE:** Proof of residency documents must be issued within two months of applying for the permit.