

## 2017-2018 Contractor Parking Permit Application

### Instructions

#### Overview

UC San Diego routinely uses the services of external companies for construction projects, maintenance and repair, utility infrastructure services as well as vendors that sell products and services on campus and at medical centers. All vehicles that park at UC San Diego are required to display a valid parking permit.

A severe shortage of proximity parking capacity exists on the main campus. Internal UC San Diego organizations require proximate access to buildings and other areas to conduct regular business and operations. Transportation Services recognizes the need to provide parking access for external organizations while accommodating university staff and visitors and minimizing the disruption of regular business activities. Uncontrolled distribution of proximity parking privileges to external organizations would negatively impact university operations.

#### Definitions

- “Contractor” refers to any external company that provides construction, construction-related maintenance and repair, or utility infrastructure services to UC San Diego.
- “Vendor” refers to any external company that sells products and/or services to UC San Diego faculty, staff, students and visitors.
- “Project Manager” refers to a UC San Diego employee of either Facilities Design & Construction (FD&C) or Facilities Management (FM) functioning in the role of construction project manager.

#### Eligibility, Purchase Requirements and Procedure

All external companies conducting business with UC San Diego (hereinafter referred to as either “vendor” or “contractor”) will be eligible to purchase contractor parking permits from parking offices as follows:

1. Each contractor shall be entitled to purchase one (1) contractor permit per major construction project/contract upon approval from UC San Diego Transportation Services.
2. The contractor or project manager shall submit the attached request to Transportation Services for each permit requested. If submitted by the contractor, endorsement from a UC San Diego project manager will be required.
3. Under exceptional circumstances, the contractor or project manager may submit a single request for more than one (1) permit. Such circumstances may include situations where a specific contractor is involved in multiple major projects throughout the campus and/or medical centers or is involved with multiple minor construction projects and/or maintenance, repair or utility infrastructure activities.
4. Sub-contractors and contractor employees will be allowed to purchase “S” permits only.
5. The number of permits issued and expiration dates will be determined on a case-by-case basis. Expiration dates may or may not coincide with the length of the project. Typically, contractor permits are valid for a three (3) month period unless the project duration is less than three months. Permit requests must be renewed every six (6) months.
6. The contractor will be responsible for all parking permit payments.
7. Any violations of UC San Diego parking rules will be cited. The vehicle owner is liable for any citations.
8. Abuse of privileges granted to contractors and vendors may result in the revocation of proximate parking access.

#### Payment Options

Cash, credit card or check payment made daily, monthly or in full at time of purchase.

Rate: \$15 per day; \$176 per month

**Please read instructions before completing this application.**  
Fill in all required fields, sign and return form to the appropriate parking office.  
Campus: MC 0040, Fax (858) 534-3043 | Medical Center: MC 8205, Fax (619) 543-3358

TODAY'S DATE	PROJECT START DATE	ESTIMATED END DATE
CONTACT LAST NAME	CONTACT FIRST NAME	PROJECT NAME
CONTRACTOR COMPANY NAME	TELEPHONE/EXTENSION	PROJECT NUMBER
PROJECT/PARKING LOCATION	NUMBER OF PERMITS REQUESTED	VEHICLE LICENSE NUMBER

**JUSTIFICATION FOR REQUEST OR EXCEPTIONAL CIRCUMSTANCES**

Please provide details regarding special parking privileges requested, if any (e.g., Loading Zone, Service Yard, Off-Street etc.) and exceptional circumstances if more than one permit is required. Also provide additional contact information for each additional permit.

UC SAN DIEGO PROJECT MANAGER SIGNATURE	DATE
UC SAN DIEGO DEPARTMENT	TELEPHONE/EXTENSION
TYPE OF PERMIT NEEDED (CHECK ALL THAT APPLY)	
<input type="checkbox"/> A (red) spaces <input type="checkbox"/> B (green) spaces <input type="checkbox"/> S (yellow) spaces <input type="checkbox"/> Parking lot # _____ <input type="checkbox"/> SIO	
<input type="checkbox"/> Off street/adjacent to job site <input type="checkbox"/> Upper campus only <input type="checkbox"/> Medical Center Hillcrest <input type="checkbox"/> Medical Center La Jolla	
<input type="checkbox"/> Other _____ <b>2 hour Service Yard</b>	

**FOR PARKING OFFICE USE ONLY**

1-3 permits Supervisor approval | 3+ Asst. Director/Director approval

VERIFIED AND APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT NUMBER(S): \_\_\_\_\_

COMMENTS: \_\_\_\_\_