



APPLICATION FOR PARKING LOT LICENSE

New Application (\$79.00) Renewal (\$79.00)

****ALL ITEMS IN THIS APPLICATION MUST BE COMPLETED****

Applicant's Name (print): _____ Parking Lot License # on Record : _____
Applicant's Email: _____@_____ Applicant's Phone #: _____
Billing Address: _____ Zip Code: _____
Federal Tax ID # : _____ Parking Tax ID # : _____

Name of Parking Lot @ this Location: _____
Address of Parking Lot: _____ Zip Code: _____
Parking Lot Operator's Name: _____
Type of facility: Lot Garage Occupancy Permit # _____
Type of Revenue Control Equipment: Gate Arm Counter only None Required
Towing from Lot (please check one): No Yes (*if yes, a towing license is also required*)
of Non-Leased public spaces: _____ # of Leased public spaces: _____ # of private spaces: _____
Fees: Total # of All Spaces: _____ X 0.66/space = \$_____ + \$79 (application fee) = \$_____

INSURANCE: *Public liability insurance covering the parking place with limits of not less than \$100,000 per personal injuries and not less than \$25,000 for property damage are required.*

Insurance Co: _____ Policy # _____ Exp. Date: _____

Policyholder Name: _____

Amount Personal Injuries \$ _____ Amount Property Damage \$ _____

APPLICANT SIGNATURE: _____ DATE: _____

NOTE: All applications will require a copy of the issued occupancy permit. Incomplete applications will not be processed, only one check/ money order per application payable to Treasurer, City of Pittsburgh. Please be aware that all Parking Lot licenses expire October 31st every year, regardless of when the license is issued. Also, license holders with expired licenses will be required to pay a penalty fee of **\$93.00** in addition to a renewal fee.

ADMINISTRATION USE ONLY:

APPLICATION TECH: _____ LICENSE # _____ INSPECTION DATE: _____

INSPECTOR: _____ LICENSE ISSUED DATE: _____ ADMINISTRATOR: _____

Department of Permits, Licenses, and Inspections

200 Ross Street, Rm 320, Pittsburgh, PA 15219

www.pittsburghpa.gov/pli—(412) 255-2858

Parking Lot License

Anyone who conducts any commercial parking place must obtain a license from the License Officer for each parking place from the Department of Permits, Licenses, and Inspections.

How to Obtain a Parking Lot License

Submit a completed License Application, additional information (see below), and license fee (check or money order only) to the PLI Cashier Counter, located at 200 Ross Street, 3rd floor or mail to:

City of Pittsburgh
Department of Permits, Licenses, and Inspections
200 Ross Street Room 320
Pittsburgh, PA 15219

Additional Requirements:

- ◆ A Certificate of Occupancy to legally use the property as a parking lot, ***no exceptions***. *If you do not have a valid Certificate of Occupancy, you need to contact the Zoning Department at 412-255-2235 or 412-255-2246.*
- ◆ The name of the applicant, proof of identification, and any other name under which your business is to be conducted.
- ◆ The address of the business you are licensing.
- ◆ A certificate of insurance showing that you have public liability insurance for the current calendar year which covers the parking place with limits of not less than \$100,000 for personal injuries and not less than \$25,000 for property damage.
- ◆ For open lots (rather than buildings), a sketch or plot showing every possible detail of the lot.
- ◆ For closed (building) lots, approved engineered stamped drawings, a sketch or plot showing every possible detail of the building, and a written description of the number of uniformed security you will be using.
- ◆ Proof of full payment of the parking tax imposed by Chapter 249 of the Fiscal Title.
- ◆ Check or money order for License Fee made payable to Treasurer, City of Pittsburgh.

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