

## How to apply for a Residential Parking Permit

1. Create Account:



2. Complete Profile:



[HOME](#)

[SIGN OUT](#)

## RESIDENTIAL PERMIT ACCOUNT PROFILE

### PERSONAL INFORMATION

|  |   |                                    |
|--|---|------------------------------------|
| <input type="text" value="John"/>                                |   |                                    |
| First Name   |   |                                    |
| <input type="text" value="Doe"/>                                 |   |                                    |
| Last Name  |   |                                    |
| <input type="text" value="777 W. Clay St (Apt. if applicable)"/> |   |                                    |
| Address  |   |                                    |
| <input type="text" value="Richmond"/>                            | <input type="text" value="VIRGINIA - VA"/>      | <input type="text" value="23220"/> |
| City   | State   | Zip                                |
| <input type="text" value="8041112222"/>                          | <input type="text" value="john.Doe@gmail.com"/> |                                    |
| Phone  | Email   |                                    |
| <input type="password" value="*****"/>                           | <input type="password" value="*****"/>          |                                    |
| Password   | Confirm Password                                |                                    |
| <input type="button" value="UPDATE"/>                            |   |                                    |

3. Main Screen:



HOME

SIGN OUT

IF YOU NEED A PERMIT IMMEDIATELY  
PLEASE VISIT CITY HALL, 900 E BROAD ST, ROOM 102 AND DO NOT USE THIS ONLINE SYSTEM  
FOR REPLACEMENTS  
PLEASE CALL 804-646-3684

DASHBOARD

**MY PROFILE**

Account information such as address or password.

**PERMIT SUMMARY**

You have:

- 0 Active Permits
- 0 Pending Permits - Pending Permits are under review. You will be charged when approved.
- 0 Expired/Inactive Permits

Step 4- Permit Summary & Check Out

**ADD OR REMOVE A VEHICLE**

Please accurately register all vehicle license plates to avoid any violations!

You must register at least one vehicle and no more than three.

Step 1- Add Vehicle(s)

**APPLY FOR/PURCHASE A PERMIT/VISITOR PASS**

Add a residential permit or visitor pass to your account.

Step 2- Apply for Permit(s)

**UPLOAD DOCUMENTS**

To ensure that you are eligible to receive permit(s) you will need to upload the following documents in electronic format using the Upload Document link below.

- A copy of your valid driver's license or ID
- If you are renting/leasing, you must include a copy of your rental/lease agreement.
- If you are a full-time student with a vehicle registered outside of Richmond, you must include a copy of your class schedule.

Step 3- Upload Documents

4. Step 1 Add Vehicle(s):

**MY VEHICLES**  
No vehicles are registered - Please register at least one vehicle

License Plate Number

VIRGINIA - VA

Year

ACURA

4 DOOR

BEIGE

**SAVE** [Cancel/Close]

**MY VEHICLES**

| Plate | State | Year | Make  | Body   | Color |                 |
|-------|-------|------|-------|--------|-------|-----------------|
| WVA1  | VA    | 2006 | ACURA | 2 DOOR | GOLD  | [EDIT] [DELETE] |
| WVA2  | VA    | 2011 | FORD  | 4 DOOR | WHITE | [EDIT] [DELETE] |
| WVA3  | VA    | 2019 | MAZDA | 3 DOOR | RED   | [EDIT] [DELETE] |

**ADD** [Cancel/Close]

Property owners and renters that reside/live at the property are entitled to add up to the maximum number of vehicles your district allows (student renters are allowed one vehicle).

5. Step 2 Apply for Permits:



### RESIDENTIAL PERMIT APPLICATION

Please select your district:

- Carver District
- Jackson Ward District
- Fan District

Click on Your District



HOME SIGN OUT

### RESIDENTIAL PERMIT APPLICATION

#### \$ PURCHASE A PERMIT

| Permit Type     | Valid              | Price   |
|-----------------|--------------------|---------|
| CARVER DISTRICT | 11/2023-12/31/2025 | \$25.00 |
| CARVER VISITOR  | 11/2023-12/31/2025 | \$25.00 |

1. Add the same number of permits you entered as vehicles in step 1.
2. Owners that reside/live at the property can add visitor permits. Renters are not entitled to visitor permits.

6. Step 3 upload documents:



HOME

SIGN OUT

<CARPER VISITOR - \$35.00

[\[Link\]](#)

>CARPER VISITOR - \$35.00

[\[Link\]](#)

CHECKOUT

- 0 Expired/Inactive Permits

**ADD OR REMOVE A VEHICLE**

Please accurately register all vehicle license plates to avoid any violations.

3 vehicles registered.

**APPLY FOR/PURCHASE A PERMIT/VISITOR PASS**

Add a residential permit or visitor pass to your account.

**UPLOAD DOCUMENTS**

To ensure that you are eligible to receive permit(s) you will need to upload the following documents in electronic format using the Upload Document link below.

- A copy of your valid driver's license or ID
- If you are renting/leasing, you must include a copy of your rental/lease agreement.
- If you are a full-time student with a vehicle registered outside of Richmond, you must include a copy of your class schedule.

Upload Documents:

- Driver's License
- Homeowners will be verified by DMV and the Accessors office
- Lease - First and last page (renters)
- Full-time class schedule (students)

7. Step 4 - Permit Summary & Check Out:

- a. If your permit number does not match the vehicles you have listed, you will have to either add a permit or delete a vehicle. You will not be able to check out until the numbers are the same.

 **ADD OR REMOVE A VEHICLE**

Please accurately register all vehicle license plates to avoid any violations

 4 vehicles registered.

You have 3 residential permits purchased or pending. Please remove vehicles to match the number of permits needed and/or purchase permits now.

- b. Checkout.



Click on Checkout