



City of Richmond  
Department of Public Works  
Parking Division

**Dear Fan Resident,**

**Your current decal will expire on June 30, 2024.** It is now time to complete the 2025 application. Enclosed is an application for a 2025 Fan Parking Permit for Zone 1 (addresses east of Lombardy Street).

**City Hall:**

Applications and payments will be accepted at City Hall, Parking Division (Room 102); Monday through Friday from 8:00 a.m. to 5:00 p.m.

**By Mail:**

Applications and payments can be processed through the mail, and should be addressed to City of Richmond, Parking Division, 900 E. Broad Street, Room 102, Richmond, VA 23219. All checks should be made payable to the City of Richmond. If mailed, please anticipate a minimum of 2 weeks for permits to arrive. City of Richmond cannot accurately predict the mail.

**Online:**

Apply for your permits online at <https://www.rva.gov/public-works/fan-district-2> under the Permit Requirements drop down toggle. Your permits will be mailed.

**What to include in the mail, online, or to bring to City Hall:**

1. Completed application
2. Driver's License (copy)
3. Homeowner's proof of ownership will be verified with the City Assessors records. If property is in a trust, proof of ownership will be required.
4. Renters must have a copy of their **signed lease and the permit application must be signed by the property owner or landlord. ONLY THE FRONT PAGE WITH PROPERTY ADDRESS AND LAST PAGE WITH SIGNATURE IS NECESSARY.**
5. Citizens and vehicles are required to be living and garaged at the address for which they are seeking a decal. Students using an address other than one in the City of Richmond must provide a copy of their full-time (12 credits or more) student schedule.

If you have additional questions regarding Fan Decals or Restricted Parking Districts, please visit our website at <https://www.rva.gov/public-works/parking-enterprise>. Applications can also be downloaded at this location.