Emergency Truck, Special Parking & Truck Loading Permit Entrance Requirements

| Authority: | RMC Chapters 54-654 Emergency Service Truck; 54-482 Special Parking; and 54-487 Truck Loading. |
| Purpose of Ordinance: | The purpose of this document is to assist our customers in how to apply for and receive an Emergency Truck Loading, Special Parking & Truck loading permits. |
| Document Date: | August 31, 2018 |
| Permit Types: | Emergency Service Truck, Truck Loading and Special Parking. |
| Permit Dates: | • Emergency Service Permits expire 12/31/YY  
• Special Parking Permits expire 12/31/YY  
• Truck Loading Permits expire 12/31/YY |
| Conditions: | • Emergency Truck, Special Parking or a Truck Loading Permits are applied for online.  
https://prdwmq.etimspayments.com/pbw/include/denver/way_new.jsp  
The application for all types of permits are to include:  
• the type of permit being requested, the name of the business, the address, state & zip code of the business, primary and alternate representative telephone number and email address  
• The year of vehicle, make, body type of vehicle(s) and license plate number. Multiple vehicles can be applied for together.  
• Permits are not transferable & are vehicle/license plate specific.  
• Permits will not be issued for temporary tags.  
• All permits will be “virtual” hangtags. No physical tag will be issued.  
**Enforcement is by handheld devices by scanning or entering the license plate number.**  
• All applications are to include a copy of each current vehicle registration requesting a permit.  
• All applications submitted will be reviewed by Public Works Permit Operations prior to issuing. |
| Emergency Service Truck: | Emergency Service Truck Permits are issued to Utility companies that have infrastructure in the City and County of Denver Right-of-Way and/or their subcontractors working on those utilities in the Public Right of Way. Eligible companies will be issued a maximum of 100 vehicles.  
• Truck must have flashing yellow lights visible from all directions.  
• Emergency Truck Permits are NOT valid in “Truck Loading by Permit Only” zones.  
• Emergency Truck Permits are valid for up to four hours at each location.  
• Vehicles must be a company vehicle and display the company logo.  
• Annual fee is $30.00 per vehicle. |
| Truck Loading: | • This permit authorizes any commercial licensed and registered TRUCK vehicle to use a Truck Loading by Permit Only parking spot.  
• For passenger vehicles, you must go to Excise and Licensing to obtain a permit from them first allowing the use of a passenger vehicle or car.  
• The application is to include a letter on letter head explaining what the permit is needed for and a copy of the vehicle registration.  
• Annual fee is $100.00 per vehicle. |
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| **Special Parking:** | Special Parking Permits allow Permittee to park in a Special Zone adjacent to their business. Eligible Permittees include, but are not necessarily limited to:  
1. Schools  
2. Child Care  
3. Recreation Centers  
4. County Courts  
5. Churches  
   • Applicant must provide the exact wording of the parking sign near the parking area you would like to apply for when applying  
   • These requests may require a substantial review and justification process as determined by PWPO at the time of customer application.  
   • The fee is $45.00 per vehicle |

| **Approval Process:** | The application can be submitted to Public Works Permit Operations. ONLINE at https://prdwmq.etimspayments.com/pbw/include/denver/way_new.jsp  
• At the permit counter, 2000 W 3rd Ave. Denver CO 80023, Room 107, 1st floor  
AFTER APPROVAL OF THE PERMIT, THE APPLICANT WILL RECEIVE AN AUTO GENERATED INVOICE WITH INSTRUCTIONS FOR ONLINE PAYMENT. PAYMENT CAN BE MADE AT THE CASHIER WINDOW AT THE WASTEWATER BUILDING 2000 W 3rd AVE., DENVER CO 80223, AT THE WEBB BUILDING 201 W COLFAX AVE OR ONLINE  
PERMIT CONFIRMATION WILL BE EMAILED OUT TO THE APPLICANT UPON RECEIPT OF PAYMENT. ELECTRONIC UPDATES TO THE HANDHELD DEVICES WILL OCCUR WITHIN 15 MINUTES.  
Certain permit applications may require review by Public Works Transportation Division, Traffic Engineering Services and/or Parking Management. Please allow a 7-10-day turnaround time.