

# City of Commerce Residential Parking Permit Program



**Approved by:**  
*City of Commerce City Council*

**DATE**

## **I. GENERAL POLICY STATEMENT**

The City of Commerce (City) is committed to implementing policies and programs that help manage on-street parking to protect the quality of life for residents, enhance neighborhood safety, and ensure the availability of parking for residents, their guests, and authorized service providers. One means to achieve these goals is through the establishment of a Residential Parking Permit Program.

The Residential Parking Permit Program is designed to discourage long-term, non-resident parking in designated residential areas, particularly in neighborhoods impacted by nearby commercial, industrial, or institutional land uses that generate excess parking demand. By limiting parking to vehicles displaying valid permits, the Program helps ensure that available curbside parking remains primarily for use by residents and their guests.

As a practical matter, the City reserves the right to establish, modify, or remove parking permit zones based on engineering analysis and/or parking studies. All such actions shall be conducted in the interest of promoting safe, orderly, and equitable parking practices. The City will ensure that the administration of this Policy complies with all applicable federal, state, and local laws, including the California Vehicle Code.

## **II. ADMINISTRATIVE AUTHORITY**

1. The Department of Public Works (Department) is responsible for maintaining records of all active parking permit zones, including the locations, boundaries, and conditions under which permits have been issued.
2. The Department is authorized to administer the Parking Permit Program, including processing applications, verifying eligibility, issuing permits, and maintaining associated records.
3. The Department is authorized to conduct parking studies, surveys, and community outreach to assess the need for new or modified parking permit zones. Upon recommendation from the Traffic Commission and approval by the City Council, new parking permit zones may be established, or existing zones modified or removed.
4. Pursuant to this Policy, the Department will assess permit requests, eligibility, and issuance in accordance with the specific criteria outlined herein. The Department also retains authority to implement complementary parking management strategies, such as signage, time limits, or restrictions, to support the effectiveness of the Parking Permit Program.
5. The Department reserves the right to revoke permits or deny permit applications where fraudulent information is provided, or where continued issuance of permits is found to compromise public safety, access, or other regulatory requirements.

### III. PROCEDURES FOR ESTABLISHING A RESIDENTIAL PERMIT PARKING ZONE

To request the establishment of a Residential Permit Parking Zone in the City of Commerce, residents must follow the process outlined below:

1. The applicant must contact the Department of Public Works to express interest in establishing a Residential Permit Parking Zone. City staff will provide guidance on the process and determine the proposed zone boundaries based on block face conditions and parking demand.
2. The applicant must circulate a petition form (provided by the City) to collect signatures from residential property owners or tenants within the proposed zone. At least 75% of the developed residential parcels on each block within the zone must support the petition for it to move forward.
3. Submit the completed petition to the Department of Public Works for review. Staff will verify the signatures and confirm the minimum threshold for support has been met.
4. Upon validation of the petition, the City will conduct a formal parking occupancy study to evaluate parking impacts, demand, and eligibility. This may include field surveys, observations, and data collection during peak demand periods.
5. Based on the parking study results, the Department of Public Works will prepare a recommendation to establish, deny, or modify the proposed permit zone. Staff will present this recommendation to the Traffic Commission for review.
6. If the Traffic Commission supports the establishment of a permit zone, the recommendation will be forwarded to the City Council for final approval. Permit parking zones may only be implemented by City Council action.
7. Upon City Council approval, staff will notify residents of the new zone boundaries, applicable restrictions, and procedures for obtaining permits. Signage installation and enforcement will follow.

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### IV. PROCEDURES FOR OBTAINING A RESIDENTIAL PARKING PERMIT

To receive a residential parking permit, you must fill out the application and provide specific types of documentation. Permits may be issued to residents, caregivers, guests, and contractors in already established permit parking zones. Please read the directions carefully and be prepared to provide the required documents. If applying by mail, send copies of the documents; do not submit original documents by mail. If you have any questions or need more information, please call the Department of Public Works, at (323) 722-4805.

#### **Vehicle registration/ownership**

For the vehicle being permitted, provide the vehicle license plate number, its make and year, and the registration expiration date. When submitting the permit application, bring the vehicle registration card with you to show to City staff. If applying by mail, provide a copy of the vehicle registration card with your permit application; do not send original documents.

If the vehicle is a leased vehicle registered to the lessor, proof of lease is required. When submitting the permit application, bring the lease agreement or proof of lease payment (payment stub with lessor and lessee names) to show to City staff. If applying by mail, provide a copy of the lease agreement or proof of lease payment with your permit application; do not send original documents. If this type of proof is being provided, circle Y in the “Leased Vehicle” box.

If the vehicle is a company vehicle assigned for personal use, provide a letter on company letterhead, signed by an officer of the company, identifying the vehicle and authorizing the applicant to use the vehicle for personal use. If this type of proof is being provided, circle Y in the “Personal Use Company Vehicle” box.

#### **Proof of residence**

In addition to vehicle registration and ownership information, one additional proof of residence is required. This can be provided in one of the following ways:

- Current residence rental or lease agreement, or rent payment receipt
- Utility bill identifying residence and applicant
- Bank statement or pre-printed check with applicant’s name and address
- Current vehicle insurance policy
- Driver’s License

When submitting the permit application, bring the proof of residence document to show to City staff. If applying by mail, provide a copy of the proof of residence with your permit application; do not send original documents.

Active military personnel may be issued a permit for vehicles not registered to the applicant address. Provide proof of a current military assignment along with one piece of proof of residence at the permit address with the permit application.

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## **Applicant Information**

Please provide the name, address, and telephone number of the permit applicant.

## **Caregiver Permits**

If the application is for a caregiver of a resident in the permit area, please circle Y next to "Caregiver Permit." Vehicle information should be of the caregiver's vehicle. The applicant must be the resident and the resident's name and address information should be given on the application. The name of the caregiver should be listed where indicated.

A medical affidavit form must be filled out and submitted by the applicant, or proof of a caregiver contract between the applicant and the caregiver should be presented. When submitting the permit application, submit the medical affidavit form or bring the caregiver contract to show to City staff. If applying by mail, include the medical affidavit form or provide a copy of the caregiver contract; do not send original contract documents.

## **Sign and Date**

Sign and date the bottom of the application form.

## **Guest Permits**

Guest permits will be issued to confirmed residents/permit holders upon display of a valid driver's license. Guest permits will be issued for 24-hour periods only. Guest permits will be available at City of Commerce City Hall, Department of Public Works, 2535 Commerce Way, during normal business hours.

## **Permits by Mail**

Applications may be submitted by mail to the following address:

City of Commerce City Hall, Department of Public Works, 2535 Commerce Way, Commerce, CA 90040.

Please include the completed application, copies of the required documents, and a check made out to City of Commerce. For the latest Permit Parking Fees, please refer to the current "Master Fee Schedule" in the City of Commerce website <https://www.commerceca.gov> or call Department of Public Works at (323) 722-4805.



### **Frequently Asked Questions**

#### **What is the intent of a residential permit parking zone?**

The intent is to enhance or protect the quality of life in the area of the proposed zone and provide reasonably available and convenient parking for the benefit of the adjacent residents.

#### **What is the process to get a residential permit parking area in my neighborhood?**

Residential permit areas are petition-based. The first step is to contact the Department of Public Works at (323) 722-4805 to inform them of your intent to petition your neighborhood. City staff will then establish the boundaries of the zone you will be required to petition; this may include several blocks or streets. Upon receipt of a petition (see Attachment A for a sample petition) signed by at least 75% of residents in each block of the residentially developed parcels adjacent to the proposed zone (this zone is to be determined by the City staff, Department of Public Works), staff conducts a parking study to determine if permit parking is warranted. If permit parking is warranted, the residential parking permit area has to be approved by City Council before it can be implemented. The process can take six months to a year.

#### **What is a parking exemption permit?**

A parking exemption permit exempts the holder of the permit from time limited parking regulations. With a permit, residents can park their vehicles on the street all day long. Permits do not exempt residents from any other parking restrictions including the seventy-two consecutive hour time limit.

#### **Do I have to buy a permit to park in my neighborhood?**

It depends on the restrictions that are recommended as part of the study. For time-limit restrictions you do not need a permit but without it you must abide by the posted time limits. For prohibitive restrictions, yes you need a permit to park on the street. The program is voluntary, so you are not required to buy a permit. You do not need a permit to park in your own driveway either.

#### **Does the Parking Permit guarantee me a parking space?**

No, the permits do not reserve on-street parking spaces. Permit holders can park anywhere within the Zone where there is not another parking restriction, such as a No-Parking zone or a yellow curb.

#### **What do I need to apply for a permit?**

You will need the following to apply for a permit:

- Permit Application
- Permit Fee
- Proof of vehicle ownership or authorization to use if it is a company vehicle
- Proof of residency

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There are several different methods for providing the necessary documents. These are listed on the application form. Typically, vehicle registration and a utility bill will suffice. Lists of forms that can be submitted are located on the application.

## **How do I get a permit?**

Permits are available from the City of Commerce Department of Public Works. Applications can be found on the city's website, or at City Hall. The applications can be submitted in person or by mail.

## **How much do permits cost?**

There is currently a \$40 annual cost per permit. Fees cover administrative costs, therefore cannot be prorated. Fees are subject to change.

## **Why is there a fee for permits?**

The fee is to cover administrative costs.

## **Can I buy one permit and use it for more than one car?**

No. One permit is required for each vehicle. The permits are stickers with a control number that is associated with the vehicle's license plate number. The permit number must match the vehicle license number when verified. Permits are not transferable.

## **A neighborhood adjacent to my street has residential parking permit restrictions, can I get a permit?**

No. Only residents with addresses within the permit zone can get a permit.

## **How long is my permit good for?**

Permits are good for one calendar year.

## **Will I have to put a sticker on my car?**

Yes. The permits are stickers that are required to be installed on the lower left or lower right corner of the windshield inside the car.

## **What if I have visitors that will be longer than the posted hours, can I get a guest permit?**

Yes. Guest permits are available to regular permit holders. They are available from the Department of Public Works. There is no fee for a guest permit. Guest permits are valid for up to 24 hours.

## **What if a contractor is going to be working at my house? Can they get a permit?**

Yes. Contractors can be issued a guest permit, upon proof that they are contracted to do work at the residence. Guest permits are good for up to 24 hours. If the work will be taking longer than 24 hours, the contractor can get an encroachment permit from the Department of Public Works.

## **I have a caregiver who visits my home during the day. Can they get a permit even though they are not a resident?**



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Yes. A resident can be issued a permit for a caregiver upon showing proof that the caregiver needs to be at the residence. Caregivers are defined as individuals providing medically-related care. Proof that a caregiver needs to be at a residence can be a contract for care or a doctor's note stating that medical care is required.

### **How many permits are allowed per household?**

There is a limit of two permits per household. If you need more than two permits, it must be requested to the Public Works Department in writing.

### **There are existing time limit or prohibitive restrictions on my block; is it eligible for permit parking?**

Blocks with existing time limit or prohibitive restrictions are not eligible for permit parking. If you wish to pursue permit exemptions, the existing restrictions must first be removed for one year.



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## PETITION TO ESTABLISH A RESIDENTIAL PERMIT PARKING ZONE

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Print Name*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Are you a tenant or owner of your residence? ☐ Tenant ☐ Owner

Location of Request: \_\_\_\_\_

*I would like to petition to the City of Commerce to establish a residential parking permit area on my block. By signing this petition, I hereby understand the following:*

- Residential parking areas may include time-limit or prohibitive parking restrictions. To be exempt from those restrictions residents must purchase a permit.*
- The residential parking permit program is voluntary, but without a permit residents must comply with the restrictions established by the program.*
- Residential parking permits only exempt the permit-holder from the restrictions established by the program on the designated block(s). Permits do not exempt the permit-holder from any other posted, municipal code, or California Vehicle Code regulations, or time-limit regulations at other locations.*
- Permits do not guarantee a parking space for permit-holders.*
- A maximum of two permits are issued per household; permits are vehicle-specific and are not transferrable.*
- Currently there is an annual cost of \$40.00 per permit. Permit costs are subject to change.*
- Submitting a petition does not guarantee that a preferential parking zone will be implemented. Upon receipt of a petition the City must conduct a parking study to determine if permit parking is warranted. If permit parking is warranted, the residential parking permit area has to be approved by City Council before it can be implemented.*

No.	PRINT NAME	SIGNATURE	ADDRESS	DATE
1				
2				
3				
4				
5				
6				
7				

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## RESIDENTIAL PARKING PERMIT APPLICATION & RECEIPT

(office use) PERMIT #: \_\_\_\_\_

VEHICLE LICENSE PLATE #

MAKE/YEAR:

REGISTRATION EXPIRATION DATE:

PROOF OF REGISTRATION ☐

LEASED VEHICLE **Y / N**

PROOF OF LEASE ☐

Applicant Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Permit Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_

Caregiver Permit? **Y / N** Name of Caregiver: \_\_\_\_\_

AFFIDAVIT OR PROOF OF CAREGIVER CONTRACT ☐

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verified, Clerk: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

#### PROOF OF RESIDENCE

- ☐ NO PROOF
- ☐ DRIVER'S LICENSE
- ☐ CURRENT LEASE/RENT RECEIPT
- ☐ UTILITY BILL
- ☐ BANK STATEMENT
- ☐ CAR INSURANCE
- ☐ MILITARY ASSIGNMENT

#### LOCATION

- ☐ PERMIT AREA A (Specify) \_\_\_\_\_
- ☐ PERMIT AREA B (Specify) \_\_\_\_\_
- ☐ PERMIT AREA C (Specify) \_\_\_\_\_

PAYMENT ☐

ISSUED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_