

Departmental Service Permit Application

Year: 2025/2026

Department Name: _____

Dept #: _____

Contact Person: _____

Phone ext: _____

Email: _____

Acceptance and Use of a Parking Permit Acknowledges compliance with the terms and conditions of the PR Policy 1.2.23: Traffic and Parking.

1 **Departmental Service Vehicle Permits must be accompanied by a Red Zone Permit.**

1 **A Red Zone permit must be purchased by staff/faculty (not using departmental funding) prior to service vehicle permit being processed.**

1 **Service Vehicle permits being used for FLOATER accounts must be accompanied with a Red Zone Permit (please fill out the Red Zone Permit Application form to be sent with this form)**

1 **Permit Application(s) using Departmental/Grant funding require approval from both the department Chair/Dean and Vice President. Applications received without approval will be returned.**

Reason Requesting Permit (Floater/Departmental Van/Visitor Pass)

Departmental Coding

Qty	Fund	Unit	Grant	Project	Object	Amount	Auth Yes	Auth No
Vehicle License Plate #		Make		Model		Colour		

***Departmental Authorization:** _____ / _____
(Dean/Chair Signature) (Dean/Chair Print)

***VP Authorization:** _____ / _____
(Vice President Signature) (Vice President Print Name) * Both authorizations required to process this application
Date: _____

For Parking Office Use Only:

UID #: _____

Date Entered: _____

Lot Assigned: _____

Permit #: _____