



Department of Planning & Development  
200 North Third Street  
Fargo, ND 58102  
Phone: 701.241.1474  
Fax: 701.241.1526  
E-Mail: [planning@cityoffargo.com](mailto:planning@cityoffargo.com)

## Memorandum

**Date:** December 20, 2011  
**To:** Service Vehicle Applicants  
**From:** Robert C. Stein  
**Re:** Service Vehicle Permits

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Greetings,

Please find an attached application for the purchase of a 2012 Service Vehicle Permit. If you wish to purchase a Service Vehicle Permit, please complete the application and return it to the City of Fargo, Department of Planning and Development. Permits will be issued after the application has been reviewed and approved by the City. Action on the applications will take 1-2 days from the date of receipt. **The permit fee must be submitted with your application.**

The existing 2011 permits will be honored until January 15, 2012. You must display a 2012 Permit after that date.

Please review the policies below to ensure that you qualify for a Service Vehicle Permit. If you do not meet all of the requirements, your request will be denied. The following policies are in effect:

1. Parking Permits will be sold only to service companies (such as plumbing, electrical, etc.) that have specialized service vehicles which need, on occasion while service is being performed, to park in restricted areas in order to provide service to their customers. These vehicles must be equipped to carry tools, specialized equipment, and/or materials that need to be accessible to the service person. The service person must be working on site.
2. All vehicles requesting a vehicle permit must be titled or leased to the business requesting the permit.
3. The name of the business must appear on the permitted vehicle. Either a painted business name/logo or magnetic sign will suffice. Tickets issued to a permit holder who does not have the required identification on the vehicle will not be pardoned. This requirement will be strictly enforced.
4. Mis-use or unauthorized reproduction of the permit will result in revocation of the permit and the vehicle will be eligible for parking violation tickets.
5. Any City employee requesting a permit for City business must have a department/division head approval letter stating the reasons the employee needs the permit.
6. All permit denials may be appealed to the Parking Commission.
7. The permit fee is \$100 for the year. A service vehicle permit may be purchased for a designated 3-month or 6-month period at any time in the year, but not overlapping years. The charge for a three-month permit is \$25; the charge for a 6-month permit is \$50.

Please display permits in the rear window on the left or on the driver's side window as visibility allows. Permits placed on the dash cannot be seen and can result in a ticket being issued.

If you have any questions, please contact me at 241-1474.



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## SERVICE VEHICLE PERMIT APPLICATION

(PLEASE PRINT)

Application date \_\_\_\_\_ No of permit(s) \_\_\_\_\_

Does the business own or lease the vehicle?  Yes  No

Name of business that owns or leases the vehicle \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person \_\_\_\_\_

Daytime phone # \_\_\_\_\_

**Vehicle description**

Make \_\_\_\_\_

Color \_\_\_\_\_

Model \_\_\_\_\_

License # \_\_\_\_\_

Type of service work the vehicle is used for \_\_\_\_\_

Does the company name appear on the vehicle?  Yes  No

Typical service hours and days of operation \_\_\_\_\_

I hereby agree to abide by the laws, ordinances, and regulations pertaining thereto.

**Applicant's Signature:** \_\_\_\_\_

The permit must be displayed in the rear window on the left or on the driver's side window, visible to parking enforcement personnel approaching from the rear street side. The permit will allow overtime parking only while undertaking legitimate business in the area. All other parking regulations must be obeyed. This includes the prohibition of parking across crosswalks, in front of fire hydrants, and in areas of banned parking.

**FOR OFFICE USE ONLY**

Approved By:		Date:	
Amount Paid:		Permit No(s):	
Reason for Denial:			