



CITY OF DULUTH

parkingpermits@duluthmn.gov
Parking Division
P.O. Box 77
Duluth MN 55801

RESIDENTIAL PARKING PERMIT APPLICATION INSTRUCTIONS

Dear Resident:

Please be aware that the zones have changed in recent years. If your residence does not have residential zone signage in front of your address, you are likely not in the zone and do not need to complete this application.

We would appreciate your assistance by completing the form online at the web address shown below. After the application is processed online a confirmation email will provide you with a receipt number that you can reference when communicating with us. A payment by check will still need to be sent separately if you do the application online.

Please visit
www.duluthmn.gov/parking
Select "Residential Parking Permits" to complete the application online.

Enclosed with this letter you will find:

- Page 2 (on reverse) is information about the residential parking permit zone. It should be kept for your records and posted for residents and visitors of the property. Page 2 looks almost identical to page 3.
- Pages 3 and 4 are the two-sided application.
 - Page 3 is the residential parking agreement. This side must be signed after reading carefully.
 - Page 4 is the application form that may be completed for up to 3 residential permits and 2 visitor permits.

Key reminders for applying:

- Only individuals that reside in the dwelling at the address associated with the application are permitted to apply for and utilize this program.
- Permits will be mailed to the address listed on the application and addressed to the applicant. We have been advised by the US Postal Service that, if your name is not on the mailbox, the mailing may be returned to us as undeliverable.
- Payments cannot be made online at this time. We are actively working towards a solution to this for the future. **Please write your online receipt number on the check memo line or include a printout of the confirmation email with your payment.**
- New vehicles may display the permit from your old vehicle while the 21-day temporary tag, provided from a dealer, is displayed in the rear window. An updated permit must be displayed once the 21-day timeframe has expired. This update may be requested online.
- If your license plates or vehicle change during the school year, you must request an update to your permit by email, phone, online, or in person. There is no charge for updating permits.
- Questions regarding the parking program should be emailed to: parkingpermits@duluthmn.gov

Landlords

Landlords are not permitted to utilize residential permits unless they reside at the address. We suggest purchasing a visitor permit for your tenants for them to use and keep available for your use. Applying for or keeping permits from this program would be a violation of the city ordinance and may be subject to vehicle citations or a civil fine.



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RESIDENTIAL PARKING PERMIT PROGRAM INFORMATION

This form now can be completed online by visiting www.duluthmn.gov/parking and selecting the "Residential Parking Permits" link.
Please retain your receipt number for future reference.

Please remember:

1. Parking permits are required for vehicles parked on public streets in the vicinities of:
 - a. Denfeld High School
 - b. East High School
 - c. University of Minnesota Duluth / College of St. Scholastica
2. Permits must be displayed on vehicles parked on public streets while school is in regular session during the enforcement period. Monday – Friday, 8:00 a.m. – 4:00 p.m., September 1 – June 15.
3. The fees for regular residential parking permits are as follows:
 - a. Resident’s Permit (assigned to vehicle) \$5.00 each
 - b. Visitor’s Permit (assigned to address) \$2.00 each
4. Resident permits are limited to a **maximum of three** per dwelling unit.
5. Visitor permits are limited to a **maximum of two** per dwelling unit.

Duluth City code states:

- Only residents of the address listed on the application may apply for and use residential permits for vehicles that they own or lease. Family, friends, landlords, and other non-residents can use visitor permits.
- A visitor’s permit may only be used while the parker is visiting the address in the zone—and **only while the parker is physically present on the resident’s property**. Residents of the dwelling are not allowed to use visitor permits for regular parking. Parking Staff may knock on the doors of the address displayed on the permit to verify proper permit use.
- Resident and visitor permits require that the vehicle is parked within 500 feet of the dwelling.
- Altering, selling, renting, and/or lending of any permits is prohibited and may result in civil fines.

Violators may:

- Receive a parking citation and/or be towed at the vehicle owner’s expense.
- Have permits confiscated and/or invalidated.
- Be denied permits in the future.

Please sign below to affirm that you have read, understand, and will abide by the conditions of the residential parking program.

Signature

Date

Please complete both sides of this form.

