



35 N. 8th Street
Philadelphia, PA 19106

Dear Contractor:

Enclosed is an application for the Contractor Parking Placard Program, virtual placards are now issued, so there is no need to display a physical placard. Also, enclosed is a fact sheet detailing the program rules, as well as the forms required by the Revenue Department of the City Philadelphia.

You must complete and return ALL ENCLOSED FORMS, along with a copy of the following document(s) and payment within two weeks of receiving this letter.

- *Tax Clearance Certificate - to access go to: www.phila.gov/revenue
- *Philadelphia Business Privilege License for your company
- *Trade or Occupation License
- *Vehicle Registration for EACH vehicle; must be in same name as applicant.
- *Private Contractor - Letter from the company indicating you are a subcontractor, working under their business license.

If you submit an application/documents via email contractorparking@philapark.org or fax 215-683-9974, without payment please be advised the application/documents will be reviewed for approval but not processed. **Applications will only be processed when payment is received.** If you have any questions, please contact Jill Ursbruck at 215-683-9745 or email contractorparking@philapark.org.

Important notice: Please be advised as of October 16, 2019 all vehicles with a Contractor Placard will no longer be permitted to park in a loading zone for four (4) hours. Vehicles with Contractor Placards must adhere to the thirty (30) minute time limit in Loading Zones.

Regards,

Jill Ursbruck
Parking Investigator – Contractor Parking Program

Enclosures

**PHILADELPHIA PARKING AUTHORITY
CONTRACTOR VIRTUAL PARKING PLACARD APPLICATION**

35 N. 8th Street; Philadelphia, PA 19106
215-683-9745 (Office) 215-683-9974 (fax)
contractorparking@philapark.org (email)

MONEY ORDERS/CHECKS SHOULD BE MADE PAYABLE TO PPA

Fee: \$150.00 per virtual placard (APPLICATIONS WILL ONLY BE PROCESSED WHEN PAYMENT IS RECEIVED)

TIME PERIOD REQUESTING: must check ONLY one

_____ *April 16 to October 15*

_____ *October 16 to April 15*

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Telephone: _____

State in which your company is incorporated and Federal Employer ID Number: _____

Is your company (A) sole proprietorship, (B) partnership, (C) registered under a fictitious name? _____

Philadelphia Business Privilege License Number (please attach photocopy of your license): _____

Please list all company vehicles you are applying for contractor parking virtual placard(s). Attach a copy of vehicle registration for each vehicle. Add additional list if necessary.

State	License plate Commercial or Truck Tags only	Make	Model	Year

PLEASE DO NOT WRITE BELOW THIS LINE

Approved: YES / NO Date Received: _____ Date approved: _____

Virtual Placards Requested: _____ Issued: _____

Date Called: _____ Date Letter sent: _____

Check/Money Order #: _____ Amount: \$ _____

Reviewer's Signature/Date: _____ Comments: _____

PHILADELPHIA TAX STATUS CERTIFICATION REQUEST
CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

REQUESTER: PHA PHDC PIDC PPA RDA OTHER _____

Taxpayer Name: _____ Date: _____

Taxpayer Trading As: _____

Home Address: _____

Business Address: _____ Business Phone # _____

1. Are you a Registered Taxpayer? Yes No
If so, provide your Federal Employer Identification Number here: _____
If so, provide your Philadelphia Business Tax Account Number here: _____
If so, provide your Social Security Number here: _____

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District Taxes? Yes No
If so, what tax and amount owed: _____

3. Are you presently delinquent in Water and Sewer charges? Yes No
If so, amount owed: \$ _____

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District? Yes No
have you declared bankruptcy?
If so, list date and nature of law suite or filing date of bankruptcy petition: _____

5. Are you involved in any other business activity? Yes No
If so, list company name(s) and account number(s) here: _____

6. Do you own real estate? Yes No
If so, list address(es) here or on the back of this form. _____

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) _____ Title: _____

Signature: _____ Date: _____



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contractorparking@philapark.org (email)

CONTRACTOR VIRTUAL PARKING PLACARD CRITERIA & FACT SHEET

A “**CONTRACTOR PARKING PLACARD**” is a virtual parking placard.

IN ORDER TO BE ELIGIBLE FOR “CONTRACTOR VIRTUAL PARKING PLACARD” PROGRAM:

- All vehicles must have commercial/truck license plates. (submit a copy of vehicle registration for each vehicle)
- All vehicles must be registered to or leased by a contractor to whom all appropriate trade, occupation and business privilege licenses have been issued by the City of Philadelphia. (submit a copy of business/trade license)
- Private Contractor - Letter from the company indicating you are a subcontractor, working under their business license.
- A “leased vehicle”: vehicle leased by a contractor, who has a contract with a leasing business. It is not a vehicle leased from an individual to a contractor, for purpose of this program.
- All vehicles are used only for contractor service.
- All vehicles must not have more than two outstanding, unpaid parking violation fines or any unpaid taxes of fees due to the City of Philadelphia.
- An application will only be approved when it is determined that the contractor virtual parking permit is being requested for a contractor vehicle.

COST/TERM:

- The application will only be processed when payment is received.
- Each virtual placard cost \$150.00; flat rate.
- Each virtual placard is issued on a six month term on:
 - April 16 and October 16
 - If purchased between April 16 to October 14: permit will expire on October 15*
 - If purchased between October 16 to April 14: permit will expire on April 15*
- Virtual placards are issued to a specific vehicle make, year, state, and license plate.
- Replacement virtual placards may be issued, when a vehicle is taken out of service and replaced with a new vehicle. The replacement placard is valid up until the expiration date of the original placard at no additional charge.

PARKING LIMITATIONS: (Please see the other side of this fact sheet for more specific parking privileges and restrictions.)

- All vehicles must be in a capacity of being used for contractor service.
- The authority may limit the location where contractor parking virtual placard will be honored.
- All vehicles must abide by Contractor Parking Placards not valid signs, at different locations. (Vehicles are subject to all posted time limits and must pay kiosk/meters).

Contractors with three or more vehicles will be referred for enrollment in our fleet program. This enables contractors who receive tickets, which are not eligible for cancellation under the contractor parking program, to be billed monthly, without penalty. Upon receipt of the statement, the contractor may choose to pay the cost of the ticket, without penalty, or request a hearing to contest the ticket. No additional penalties will be imposed as long as the ticket is paid or contested within thirty days.

PARKING PRIVILEGES AND RESTRICTIONS

Contractor parking virtual placard may legally park in the following zones without observing the time restrictions:

- Time Limit Zones
- Kiosk/Metered Zones

Contractor parking virtual placard may legally park in the following zones and abide by the posted time limit:

- Loading Zones (maximum 30 minute limit)
- Truck Loading (maximum 1 hour limit)

Vehicles will be ticketed when parked:

- No Stopping zones:
 - Anytime
 - Bus Zones
 - Taxi Zones
 - No Stopping During Posted Hours
 - Temporarily Prohibited Zones
 - Valet Zones
- No Parking zones:
 - Anytime
 - In this Street
 - Authorized Vehicles Only
 - Consul Vehicles Only
 - During Posted Hours
 - Vendor Zones
 - Passenger/Car Loading Zones
 - Street Cleaning
 - Reserved Parking for People with Disabilities
 - Package Delivery
- On blocks posted with signs specifically excluding contractor parking privileges (i.e. Walnut and Chestnut Streets from 6th to 20th Streets
- At Fire Hydrants
- At Crosswalks
- On Sidewalks
- Double Park
- Handicap Ramp