## Application for Special Use Parking Permit

**EMPLOYEES ONLY**

**Parking and Transportation Services**
(657) 278-3082 / Fax (657) 278-4533

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**STEP 1 – TO BE COMPLETED BY EMPLOYEE OR DEPARTMENT CHAIR/ DIRECTOR**

<table>
<thead>
<tr>
<th>NAME</th>
<th>CSUF EMAIL ADDRESS</th>
<th>DAY PHONE #</th>
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**DEPARTMENT**

- Individual Special Permit
- Department “Shared Use” Special Permit

Please provide a written explanation of the purpose for the Special Use Permit including a description of the employee/department primary job responsibilities that require the use of a personal vehicle to conduct University business and the specific parking areas the employee or department requires access to. Special Use Permits are generally issued for a one year period. Division Heads or their designees will review and confirm special use parking permits annually or more frequently if necessary. Special Use Permits are valid ONLY when displayed with a valid CSUF Faculty/Staff Parking Permit. **Special Permits are only valid in 30 minute zones, fac/staff, student and Special Permit Only Spaces.**

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**STEP 2 – APPROVAL**

Signature of appropriate Division Head indicates approval for the request of the Special Use Parking Permit.

- Requested By Employee (NAME) or Department Chair/Director: 
  - Signature
  - Date

- Approved By Division Head (NAME):
  - Signature
  - Date

Approved by Division Head to use Division Funds:

- YES – CMS Account # to Recharge: ________________
- NO – Employee is responsible for permit fee via payroll deduction ($50.00 special permit fee)

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**STEP 3 – TO BE COMPLETED BY PARKING & TRANSPORTATION**

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<tr>
<th>Permit Type/ # Issued:</th>
<th>Valid permit # for Individual:</th>
<th>Expiration Date:</th>
<th>Issued By:</th>
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**NOTES:**

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Revised: June 2009