



Faculty and Staff Permit Information

Description

Updated: 1/19/23

The permit purchasing process, types of permits, and fees are described below.

Select Permit Type

Depending on the bargaining unit and classification type, employees may purchase a [payroll deduction, semester, motorcycle, or daily parking permit](#). Grad Assistants and Instructional Student Assistants are not eligible for a Faculty/Staff permit.

Faculty/Staff permits are valid at Cal State Fullerton in any non-reserved faculty, staff, and student parking lots on campus. Parking enforcement hours are Monday through Thursday (7 a.m. to 10 p.m.) and Friday (7 a.m. to 5 p.m.)

Other permits include:

Emeriti Permit: Please see [Human Resources, Diversity and Inclusion](#) for approval. Permits are valid in all faculty/staff and student lots.

University Support Permit: Available for approved Board Members. Permits are valid in 30-minute zones, faculty/staff, and student lots.

Special Permit: Division Head approval is required. Permits must be displayed with a valid faculty/staff permit, and are valid in 30-minute zones and special permit zones.

Osher Lifelong Learning Institute (OLLI) Permit: Permits are distributed by the [OLLI](#) office and are valid in Lot J and student parking spaces.

Disabled Person (DP) Parking: Display both the DMV DP placard/plates and a valid CSUF parking permit. Permit is valid in any designated DP space, faculty/staff space, student space, Park and Pay space, or 30-minute zones.

CSU Reciprocity Permit: Available to represented employees employed at multiple CSU campuses and may be requested through the [Online Permit Request System \(OPR\)](#). Please be sure to provide the other CSU campus permit information with expiration date and other CSU campus ID.

Purchase Permit

Purchase permits through the [online portal](#). Have the vehicle license plate number (last 7 digits of VIN # if no plate), make, model, and color ready at time of purchase. Verify all account information is correct including mailing and email address. Print out a Temporary Parking Permit while the physical one is being mailed.



Faculty and Staff Permit Information

Payroll Deduction Permit Information

Permit Eligibility

- Employees must be a permanent state employee, on a 12 month pay plan.
- ASC and ASI should contact the Human Resources Department to purchase a permit.
- Graduate students, lecturers, and intermittent/temporary employees with an employment date of less than 12 months **are not eligible**.
- Only one permit can be sold to each employee.

Purchase Permit

State Employees can purchase a permit through the parking portal, or the [parking website](#).

ASC/ASI Employees can contact their Human Resources Department to provide authorization to purchase a payroll deduction permit. Authorization from HR can be sent by emailing mdelgadillo@fullerton.edu or by faxing (657)278-4533. Once P&TS receives authorization, the employee can purchase a Payroll Deduction Permit.

Permit Fees

The initial payment applies to the current month of purchase, and the monthly fee will be deducted from the paycheck each month thereafter.

Faculty/Staff approved to receive a Special Parking Permit pay \$72.00 per month and must own a Payroll Deduction Parking Permit.

Payroll Deduction Rates

Classification	Monthly Fee
Non-Represented (MPP, ASC, ASI)	\$54.00
Units 6 and 10	\$12.36
Units 1, 4, and 8	\$14.42
Unit 3	\$13.59
Units 2, 5, 7, and 9	\$15.36

Payroll Deduction Cancellation

To cancel your payroll deduction, please complete the [Payroll Deduction Cancellation Form](#) and return your parking permit via mail or the Parking Office drop box in building T-1400. If returning your permit by mail, please send to P.O. Box 34065, Fullerton, CA 92834. Cancellation will be processed once the permit is received by P&TS staff.



Faculty and Staff Permit Information

Fall 2022 Permit Prices and Refunds

Permit Prices

Permits are paid in full at the time of purchase. Starting the first day of classes and every 30 days thereafter, the permit price is prorated and reduced by 25%.

Fall 2022 Permit Prices

Purchase Date	R11, ASC, ASI & Non-Represented	Units 1, 4 & 8	Units 2, 5, 7 & 9	Unit 3	Units 6, 10 & Temp Agency	Motorcycle
08/08 – 09/16	\$242.00	\$63.00	\$67.10	\$59.35	\$54.00	\$140.00
09/17 – 10/14	\$181.50	\$47.25	\$50.32	\$44.52	\$40.50	\$105.00
10/15 – 11/11	\$121.00	\$31.50	\$33.54	\$29.67	\$27.00	\$70.00
11/12 – End of Term	\$60.50	\$15.75	\$16.76	\$14.86	\$13.50	\$35.00

Permit Refunds

Permits can be returned by mail or via the Parking Office drop box in building T-1400. If returning your permit by mail, please send to P.O. Box 34065, Fullerton, CA 92834. Please include the [Parking Permit Refund Form](#) with your return.

Permits must be returned before the first day of classes for a full refund. Starting the first day of classes and every 30 days thereafter, the refund amount is reduced by 25%.

Fall 2022 Refund Amounts

Return Date	R11, ASC, ASI & Non-Represented	Units 1, 4 & 8	Units 2, 5, 7 & 9	Unit 3	Units 6, 10 & Temp Agency	Motorcycle
08/08 – 08/19	\$242.00	\$63.00	\$67.10	\$59.35	\$54.00	\$140.00
08/20 – 09/16	\$181.50	\$47.25	\$50.32	\$44.52	\$40.50	\$105.00
09/17 – 10/14	\$121.00	\$31.50	\$33.54	\$29.67	\$27.00	\$70.00
10/15 – 11/11	\$60.50	\$15.75	\$16.76	\$14.86	\$13.50	\$35.00
11/12 – End of Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Faculty and Staff Permit Information

Spring 2023 Permit Prices and Refunds

Permit Prices

Permits are paid in full at the time of purchase. Starting the first day of classes and every 30 days thereafter, the permit price is prorated and reduced by 25%.

Spring 2023 Permit Prices

Purchase Date	R11, ASC, ASI & Non-Represented	Units 1, 4 & 8	Units 2, 5, 7 & 9	Unit 3	Units 6, 10 & Temp Agency	Motorcycle
01/09 – 02/17	\$242.00	\$64.89	\$69.11	\$61.14	\$55.62	\$140.00
02/18 – 03/17	\$181.50	\$48.67	\$51.83	\$45.85	\$41.71	\$105.00
03/18 – 04/14	\$121.00	\$32.45	\$34.55	\$30.57	\$27.80	\$70.00
04/15 – End of Term	\$60.50	\$16.23	\$17.27	\$15.29	\$13.89	\$35.00

Permit Refunds

Permits can be returned by mail or via the Parking Office drop box in building T-1400. If returning your permit by mail, please send to P.O. Box 34065, Fullerton, CA 92834. Please include the [Parking Permit Refund Form](#) with your return.

Permits must be returned before the first day of classes for a full refund. Starting the first day of classes and every 30 days thereafter, the refund amount is reduced by 25%.

Spring 2023 Refund Amounts

Return Date	R11, ASC, ASI & Non-Represented	Units 1, 4 & 8	Units 2, 5, 7 & 9	Unit 3	Units 6, 10 & Temp Agency	Motorcycle
01/09 – 01/20	\$242.00	\$64.89	\$69.11	\$61.14	\$55.62	\$140.00
01/21 – 02/17	\$181.50	\$48.67	\$51.83	\$45.85	\$41.71	\$105.00
02/18 – 03/17	\$121.00	\$32.45	\$34.55	\$30.57	\$27.80	\$70.00
03/18 – 04/14	\$60.50	\$16.23	\$17.27	\$15.29	\$13.89	\$35.00
04/15 – End of Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Faculty and Staff Permit Information

Policies

Permit Placement

Please ensure permits are displayed at all times with the date and time clearly visible.

Replacement Policy

Permits not received in the mail must be reported **within one week** of the expiration of the temporary permit in order to receive a replacement. Contact P&TS to report a permit that hasn't been received by emailing parking@fullerton.edu or calling (657)278-3082.

If a vehicle is issued a violation for displaying a lost permit, and the permit is recovered from the vehicle during the dates/period it is valid, the individual who lost the permit will be refunded the cost of the replacement permit purchased or administrative fee paid.

Daily Exemptions

Employees who forget a permit may request an exemption for the day. Call Parking & Transportation Services at (657) 278-3082 and provide a CWID, permit number, make, model, and color of the vehicle, license plate number, and the vehicle location.

After the information is verified, the vehicle will be placed on the daily "exemption list". Please note, only two requests will be honored each month.

Reporting a Lost or Stolen Permit

- To report a lost or stolen permit submit the [Declaration of Lost/Stolen Permit](#) from online.
- A replacement permit will be issued at the prorated rate during that time.
- Parking permits that are declared lost or stolen are not valid.
- Vehicles displaying a lost or stolen permit will be issued a parking ticket for displaying an invalid parking permit with a fine of \$350.
- If the permit is recovered by Parking & Transportation Enforcement Staff, the fees may be refunded.

Questions? Contact Parking & Transportation Services at parking@fullerton.edu or (657) 278-3082.

See [campus map](#).