



PARKING CONCEPTS INC.

# Discounted Employee Permit Program (DEPP) Application

3750 Market Street, Riverside, CA 92501 (951) 682-3167, Mon-Fri 8:00 am – 5:00 pm

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Work E-Mail:** \_\_\_\_\_

DEPP application fee is \$28 per month. Please make check payable to: Parking Concepts Inc.

Vehicle Make	Vehicle Model	License Plate #	Color

Note: Immediately notify Parking Concepts Inc. if vehicle information changes.

Permit can be used any time of the week with a 12-hour parking window each day. 12-hour parking window must be initiated on the Park Riverside app (lots and garages) and LPR (garages only).

(Please check your preferred Garage\*)  1 /  2 /  3 /  6 /  7

(Please check your preferred Lot\*)  1 /  3 /  12 /  16 /  18 /  19 /  27 /  33 /  Main Library

\*Subject to availability by location; space cannot be guaranteed. Permit is not transferrable.

Apply in person and submit the application to Parking Concepts Inc. with the following documents:

- Government issued Identification Card
- Current vehicle registration (required to confirm vehicle on account)
- Current paycheck stub
- Copy of most recent W2

Following criteria listed below must apply (check each box to confirm)

Full-time or Part-time employee, intern, or volunteer (employer verification letter required)  
 Earning \$28.00 per hour or \$57,400 annually or less (current pay stub or latest W-2 required)  
 Hourly/Annual pay rate: \_\_\_\_\_

Work in an establishment located within the area bounded by 3<sup>rd</sup> Street to the north, 14<sup>th</sup> Street to the south, Mulberry Street to the east and Brockton Avenue to the west.

I understand that the Permit is for business use and shall not be used for any other purpose. Unauthorized use will suspend future DEPP privileges for the applicant. I declare that the foregoing is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only	
Date Processed: _____	Amount: _____
Payment method: <input type="checkbox"/> Card	<input type="checkbox"/> Online Payment <input type="checkbox"/> Check# _____
Permit issued by: _____	Permit #: _____
Date: _____	

Valid for FY24-25



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## Discounted Employee Permit Program (DEPP) Terms and Conditions

- Permit Use:** The Discounted Employee Permit Program is for the sole use of the applicant and is not transferable. The permit is valid 24 hours per day, 7 days per week with a 12-hour parking window in garages/lots that starts each day (web-app or LPR required). After the 12-hour parking window, parker is subject to hourly rates. If a ticket is pulled upon entrance, then hourly/daily rates up to the daily max will apply with no exceptions. The permit will be valid in either a garage OR lot and authorizes one (1) passenger vehicle to park at a single time with no definite space assigned. Garage permit holders must use their access card in sequence upon entering and exiting or the access card will be automatically deactivated. Garage permit holders must contact Parking Concepts Inc. to reactivate their access card. Permit holders are required to update Parking Concepts Inc. of any changes in license plate. Failure to update on any changes can result in a parking citation. No overnight parking allowed unless authorized by the City of Riverside.
- Permit Fee:** A \$28 fee will be applied at the time of registration. The qualifying wage rate will be adjusted when the annual index is published in May.
- Renewal:** To renew permit, qualifying applicants will be required to visit Parking Concepts Inc. to provide a copy of the most current pay stub in person during the last five (5) business days of the month or the first five (5) business days of the new month to confirm employment. The permit is determined monthly, starting from the first day through the last day of the month. There is no refund or proration for partial use. Applicants are responsible for promptly updating all personal or vehicle information. Customers must make their payment on the following link by the first of every month. A \$20 late fee will be applied after the 5th of every month.

<https://portal.text2park.com/Account/Login>

Please note, parking is month to month, and contingent upon providing the documents in the checklist. After payment and the paycheck stub is provided, we will issue the monthly permit.

- Liability:** Liability is limited as posted in the parking garage/lot and as stated herein. The City of Riverside and its parking operator, Parking Concepts Inc. shall not be held responsible for damages, loss, or injury caused by any person or property, by fire, theft, act of God, act of people, or from any other source.
- Cancellation:** The City of Riverside may terminate this agreement for any reason by providing the applicants with written notice. Applicants are required to submit a **30-day** written notice to Parking Concepts Inc. to cancel this contract.

I understand and agree to abide by the terms and conditions set forth above and as posted in the parking facility. Failure to do so will result in permanent cancellation of DEPP privileges.

If you have any questions, you may call the parking office at 951-682-3167.

Office hours are Monday – Friday, 8:00 am – 5:00 pm.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_