



# Residential Parking Permit Program FAQs

[How do I purchase residential parking permits?](#)

[When is the next citywide residential permit renewal?](#)

[How long are permits valid?](#)

[How much do parking permits cost?](#)

[Who can apply for a residential parking permit?](#)

[What permit types are available to Burbank residents?](#)

[What should I do if I am hosting a large gathering?](#)

[Do I need a permit for my motorcycle?](#)

[Why do I need to add the vehicle info?](#)

[When will I receive my permits?](#)

[Where can I park with my residential permit?](#)

[Why are permits valid by zone letters?](#)

[Why have permits changed from physical permits to virtual?](#)

[How do I remove the former permit decal?](#)

[Why can't my residential permit be used anywhere in Burbank?](#)

[Why do I have to show proof of vehicle registration?](#)

[My vehicle registration doesn't have my address/ I just moved/ I purchased a new or used car. How can I obtain permits?](#)

[What do I do if my vehicle is registered to a P.O. Box?](#)

[What do I do if my vehicle is a company vehicle and is not registered in my name or address?](#)

[What do I do if my vehicle is registered as a Commercial vehicle?](#)

[I sold/ traded/ donated/ totaled my permitted vehicle. Do I need to purchase another permit, or can I receive a replacement permit for my new vehicle?](#)

[Who is eligible to obtain Temporary Parking Permits?](#)

[I have a contractor coming to my property. Can I obtain Temporary Parking Permits for the contractor's vehicles?](#)

[What do I do if I have a rental vehicle?](#)



# Residential Parking Permit Program FAQs

[How do I update the License Plate Number \(LPN\) for my Residential Parking Permit?](#)

[Can I transfer my permit to another Residential Parking Permit zone?](#)

[If I have a Disabled Person \(DP\) license plate or parking placard, do I need to purchase a permit?](#)

[My neighbor constantly parks his car in front of my house. Is this a violation?](#)

[How do I contact Parking Enforcement?](#)

[How do I establish permit parking on residential streets?](#)

[How do I remove permit parking on my street?](#)



# Residential Parking Permit Program FAQs

## How do I purchase residential parking permits?

- Online:  
<https://www.tocite.net/burbankca/portal>
- In-person:  
Community Services Building  
150 N. Third St., Burbank, CA 91502

### Counter Hours:

Monday – Thursday: 8:00am – 3:30pm  
Last ticket: 11:45pm & 3:15pm

Friday: 8:00am – 3:00pm  
Last ticket: 11:45pm & 2:45pm

Closed Daily: 12:00pm – 1:00pm

## When is the next citywide residential permit renewal?

The next citywide permit renewal will begin October 2024.

All annual Residential and Annual Visitor Permits with the expiration date of “9-30-24” have been **extended until December 31, 2024.**



Starting January 1, 2025, all permits will rely on vehicle license plates, also known as Permit-by-Plate, instead of physical parking permits.



# Residential Parking Permit Program FAQs

## How long are permits valid?

There will no longer be permit cycles. Going forward, permits will be recurring and valid for ONE (1) year from the date of approval and purchase.

## How much do parking permits cost?

Permit fees are established by the Burbank City Council each year as part of the City's Budget. The annual permit fees for the period beginning July 1, 2024, are as follows:

### RESIDENTIAL PARKING PERMIT FEES

<b>Permit</b>	<b>Cost</b>
Residential Parking Permit	\$26.00
Annual Visitor Permit	\$26.00
Daily Visitor Permit	\$1.00
Replacement Permit	\$52.00

## Who can apply for a residential parking permit?

Only those residential dwelling units on a street block, within the posted street signs, are eligible to receive residential parking permits. Proof of residency and vehicle registration is required to apply. We will accept scanned or photocopies of the required documents.

- Proof of residency
  - Acceptable proof of residency includes: BWP statement, utility bill, bank statement, cell phone bill, etc.
  - Bill or statement must be from the last 60 days, include your name, and your Burbank address.
  - Unacceptable proof of residency includes: driver's license, lease or rental agreement, vehicle registration, and bill or statement more than 60 days from the current date.
- Valid vehicle registration for each permit requested must be provided. The vehicle registration(s) must match the applicant's qualifying address.



# Residential Parking Permit Program FAQs

## What permit types are available to Burbank residents?

### RESIDENTIAL PARKING PERMITS

Residents who reside on preferential parking restricted streets may obtain up to five (5) Residential Parking Permits (RPP) that permit the vehicle to be parked beyond the posted time limits. Certain neighborhoods may be limited to less than five permits if they reside in heavily impacted areas. Residential Parking Permits are vehicle-specific and are not transferable between vehicles. Vehicle registrations must be submitted for each permit requested. The registered owner's address indicated on the vehicle registration(s) must match the applicant's qualifying address. The vehicle's license plate number shall serve as the Residential Parking Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The license plate number must be entered correctly to avoid citation. Required vehicle information includes: license plate number, license state, make, model, color, and type.

### ANNUAL VISITOR PARKING PERMITS

Residents who reside on preferential parking restricted streets may obtain one (1) Annual Visitor Permit that permits their visitor's vehicle to be parked beyond the posted time limits. Annual Visitor Parking Permits must be purchased by the resident of the property and may be transferred between visitor's vehicles an unlimited number of times while the permit is active. The Annual Visitor Permit can only apply to one vehicle at a time. The visitor's vehicle registration is not required when applying for this permit. Your visitor's vehicle license plate number shall serve as the Annual Visitor Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The license plate number must be entered correctly to avoid citation. Required vehicle information includes: license plate number, license state, make, model, color, and type.

### DAILY VISITOR PARKING PERMITS

#### Single Day-Use Permits

Residents who reside on preferential parking restricted streets may obtain single day-use permits for their visitor's vehicle to be parked beyond the posted time limits. **You must purchase an Annual Visitor permit in order to unlock and purchase Daily Visitor Permits.** Daily Visitor Parking Permits are vehicle-specific and are not transferable between vehicles. The visitor's vehicle registration is not required when applying for a permit. Your visitor's vehicle license plate number shall serve as the Daily Visitor Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The



# Residential Parking Permit Program FAQs

license plate number must be entered correctly to avoid citation. Required vehicle information includes: license plate number, license state, make, model, color, and type.

This permit may be requested online or in-person but **must be paid in-person** at the Community Services Building.

## 5-Day Block Permits

Residents who reside on preferential parking restricted streets may obtain a 5-day permit for their visitor's vehicle to be parked beyond the posted time limits for five consecutive days. **You must purchase an Annual Visitor permit in order to unlock and purchase a 5-Day Block Permit.** This permit is vehicle-specific and is not transferable between vehicles. The visitor's vehicle registration is not required when applying for this permit. Your visitor's vehicle license plate number shall serve as the Daily Visitor Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The license plate number must be entered correctly to avoid citation. Required vehicle information includes: license plate number, license state, make, model, color, and type.

## LANDLORDS & BUILDING MANAGERS

Only those Landlords or Building Managers, who rent a residential dwelling(s) on a street block, within the posted street signs, are eligible to receive ONE Annual Visitor Permit for non-commercial vehicle use. Landlord/Building Managers may not purchase permits on behalf of their tenants. You cannot obtain permits as a Landlord/Building Manager and as a resident for the same building or parcel. Landlords must provide proof of ownership: a grant deed, recent mortgage statement, or recent property tax bill. Building Managers must provide proof of employment in addition to proof of ownership from the owner.

## What should I do if I am hosting a large gathering?

Residents who reside on preferential parking restricted streets and plan to host large gatherings or parties will need to contact the Transportation Division a **minimum of seven (7) business day prior to the event** to request a Special Event parking permit. The permit fee will be based on the number of requested visitors. Each visitor is required to have an active permit. Permits are vehicle-specific and are not transferable between vehicles. The visitor's vehicle registration is not required when applying for this permit. Your visitor's vehicle license plate number shall serve as the permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The



# Residential Parking Permit Program FAQs

license plate number must be entered correctly to avoid citation. Required vehicle information includes: license plate number, license state, make, model, color, and type.

## **Do I need a permit for my motorcycle?**

Any non-commercial vehicle parked beyond the allowable posted parking restriction must have an active permit to avoid citation, including motorcycles. The motorcycle's license plate number must be visible at all times.

## **Why do I need to add the vehicle info?**

Detailed information (license plate number, license state, make, model, color, and type) is required per the Burbank Police Department's Traffic Bureau and parking enforcement to ensure proper identification of vehicles.

## **When will I receive my permits?**

Once your permit application is approved and payment is confirmed, your virtual parking permit will become active.

## **Where can I park with my residential permit?**

Permits exempt a resident or visitor vehicle from preferential parking restrictions on residential streets in their respective Zone (A – H). Permits are valid only along residential streets, not commercial.

## **Why are permits valid by zone letters?**

Zones allow residents to park on nearby streets that require the same type of permit if their street is fully occupied. This helps permit-eligible residents utilize the parking supply in their neighborhood.

## **Why have permits changed from physical permits to virtual?**

Virtual permits offer several benefits:

1) Improved parking enforcement via license plate recognition (LPR) technology,



# Residential Parking Permit Program FAQs

- 2) Permit assigned to a specific resident vehicle as required by Code,
- 3) Minimize residential parking permit abuse,
- 4) Eliminates the need to display physical permits and/or the need to move permits from vehicle-to-vehicle

## **How do I remove the former permit decal?**

For decal removal, the permit manufacturer recommends applying nail polish remover with acetone or rubbing alcohol to a cotton ball or rag and then rubbing it on the decal (especially around the edges). After applying the solvent, start at the corner to scrape off. Once removed, wipe the window with the solvent to remove any remaining adhesive.

## **Why can't my residential permit be used anywhere in Burbank?**

Permit parking is meant to address local neighborhood issues caused by non-resident vehicles. It is not intended to reserve parking exclusively for a resident throughout the City of Burbank. Permit streets are established by the residents through a resident sponsored petition.

## **Why do I have to show proof of vehicle registration?**

The City requires proof of vehicle registration to ensure that residential parking permits are only used by residents to park eligible vehicles in the parking permit zone. Proof of vehicle registration helps to ensure that the City sells permits only to those residents who are eligible to receive them.

## **My vehicle registration doesn't have my address/ I just moved/ I purchased a new or used car. How can I obtain permits?**

The City requires the vehicle's registered address match the qualifying address for the permit parking zone. For residents who move to a new residence within a permit parking zone, the City will issue a free 30-day temporary parking permit to give residents time to obtain a new vehicle registration for their qualifying address from the California Department of Motor Vehicles (DMV). This can be done online at [www.dmv.ca.gov](http://www.dmv.ca.gov). We will accept the current vehicle registration **and** the DMV online change of address confirmation as evidence of the new vehicle registration.





# Residential Parking Permit Program FAQs

There may be unusual incidences where this isn't an option. In these cases, the City will work with individuals on a case-by-case basis to obtain alternate proof of vehicle ownership.

\*\*California state law requires that you update your home address with the California Department of Motor Vehicles and update your vehicles' registrations within 10 days from the day you move. \*\*

## **What do I do if my vehicle is registered to a P.O. Box?**

You will need to fill out an affidavit stating your reasons for doing so and upload it with your application. This form is located on the City parking website at <http://Parking.BurbankCA.gov>.

## **What do I do if my vehicle is a company vehicle and is not registered in my name or address?**

Residents with company vehicles registered to the business address or in the business' name must upload a letter from the company stating that the resident is authorized to drive the vehicle for personal use and attest that the vehicle does not display any business name or logos.

- The letter must list the employee's name, Burbank address, and the make, model, and license plate of the company vehicle.
- Employee's must provide proof of employment.
- Business owners must provide proof of ownership.

## **What do I do if my vehicle is registered as a Commercial vehicle?**

If your vehicle is registered as a commercial vehicle, by accepting the Terms and Conditions, you are attesting that your vehicle is being used for personal use only and does not display any business name or logo anywhere on the vehicle.

## **I sold/ traded/ donated/ totaled my permitted vehicle. Do I need to purchase another permit, or can I receive a replacement permit for my new vehicle?**

If you sell/trade/donate/total your permitted vehicle and acquire a new one, you may obtain a replacement permit, free of charge, provided you submit a copy of the following documents:



# Residential Parking Permit Program FAQs

- Vehicle registration for your new vehicle
- Paperwork showing proof the previous permitted vehicle is no longer associated with your address (bill of sale, DMV release of liability, end of lease, donation letter, transfer, accident report, auto body repair receipt, etc.). Paperwork must display the previous vehicle's license plate or VIN.

In the event that you are not able to provide any documentation showing proof the vehicle is no longer a part of your fleet, you will need to purchase a new Residential Parking Permit and the permit will count towards the 5-permit per residential dwelling, per permit cycle maximum.

## **Who is eligible to obtain Temporary Parking Permits?**

Temporary Parking Permits may be issued to residents residing on preferential parking restricted streets, who meet one of the circumstances below:

- 1.) New residents who do not have a bill or statement in their name with the eligible Burbank address; and/or
- 2.) Residents whose vehicle is not registered to the eligible Burbank address; and/or
- 3.) Residents whose new vehicle is displaying temporary (paper) plates and are awaiting the valid vehicle registration from the DMV, or
- 4.) Residents who have a temporary rental vehicle

Temporary permits are valid for up to 30-days. Temporary permits cannot be renewed.

There may be unusual incidences which may require the issuance of a Temporary Parking Permit. In these cases, the City will work with individuals on a case-by-case basis.

## **I have a contractor coming to my property. Can I obtain Temporary Parking Permits for the contractor's vehicles?**

This City does not issue Temporary Parking Permits to contractors.

Per BMC 6-1-1008.1, commercial vehicles are prohibited from parking in residential zones unless they are loading/unloading passengers, merchandise or other material(s), or are actively completing any service or construction work. The commercial vehicles must be self-identified with the company name and logo to avoid citation.

For those businesses using personal vehicles for any service or construction work, residents may purchase Daily Visitor Permits for their contractors.



# Residential Parking Permit Program FAQs

## **What do I do if I have a rental vehicle?**

For permittees who are using a rental vehicle, the City may issue a free 30-day temporary parking permit. For more information, please contact the Transportation Division at (818) 238-5290 or email [parking@burbankca.gov](mailto:parking@burbankca.gov).

## **How do I update the License Plate Number (LPN) for my Residential Parking Permit?**

To update the LPN for a currently permitted vehicle, submit a copy of the new vehicle registration to [Parking@BurbankCA.gov](mailto:Parking@BurbankCA.gov). The vehicle identification number (VIN) must match the current vehicle on file.

## **Can I transfer my permit to another Residential Parking Permit zone?**

Permits are not transferable. If you are moving from one RPP zone to another, you will need to purchase a new permit.

## **If I have a Disabled Person (DP) license plate or parking placard, do I need to purchase a permit?**

Disabled persons displaying special license plates or valid placards are exempt from any preferential parking permit program or posted time limits as set forth in CVC § 22511.5. However, even with a disabled license plate or placard, no vehicle may park longer than 72 consecutive hours, as prohibited in BMC 6-1-1010.

## **My neighbor constantly parks his car in front of my house. Is this a violation?**

No. City streets are public streets and persons are allowed to park in an area designated for parking according to the limits posted on street signs. However, vehicles must be moved every 72 hours. If you would like to report a vehicle that has not moved in 72 hours, please report the vehicle(s) via the Burbank 311 App or the online portal at <https://311.burbankca.gov>.

## **How do I contact Parking Enforcement?**

For questions regarding parking enforcement and citations, please contact the Burbank Police Department's Traffic Division at (818) 238-3100, or email Parking Enforcement at [BurbankPE@lazparking.com](mailto:BurbankPE@lazparking.com).



# Residential Parking Permit Program FAQs

## **How do I establish permit parking on residential streets?**

Any resident may contact the City's Transportation Division via email at [Parking@burbankca.gov](mailto:Parking@burbankca.gov) to obtain a **petition** to establish permit parking. The resident then acts as the petition sponsor to gather signatures from neighbors who therein mutually agree to limit the time frame of the available parking on their street and to display a parking permit to exceed that time limit.

## **How do I remove permit parking on my street?**

Any resident may contact the City's Transportation Department via email at [Parking@burbankca.gov](mailto:Parking@burbankca.gov) to obtain a **petition** to remove permit parking. The resident then acts as the petition sponsor to gather signatures from neighbors to demonstrate support of the removal.