



CITY OF SUMMIT - PARKING SERVICES AGENCY  
Summit Downtown Employees

Annual Digital Parking Permit Application Form

**Digital Permits are \$10 per vehicle or \$5 per vehicle for Seniors 62 & older**

**(copy of D.L. required for senior rate)**

**Please Print Clearly**



Employee's Name:	Company's Name:
Home Address:	Work Address:
City, State and Zip	Work Phone:
Home Phone Number:	Manager/Owner Name:
Cell Phone Number:	Manager's Email (required)
Email (required)	

**NEW DIGITAL PARKING PERMIT PROCESS**

Go on-line at <https://summit.gtechna.net/permit-portal> to create/sign into your account.  
Once logged in, scan and upload this employer signed completed application with all required documentation described below. Add a credit card to your account to make your payment.  
Request the appropriate permit type.

**Vehicle Information**

Please include a copy of a valid vehicle registration. If the vehicle is leased also include the insurance card.

**ONLY ONE PERMIT PER EMPLOYEE WILL BE ISSUED**

License Plate	State	Make	Model	Color

**Certification:** I, the undersigned, certify the information I have provided to be true and that I am a current Summit downtown employee working at the above address. I further certify that this permit will be used only for the vehicle described herein, which I own or lease, for parking in the long-term downtown employee lots. I acknowledge that misuse of the permit will result in a loss of its privileges and possible prosecution.

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

**\*\*DOWNTOWN EMPLOYER CERTIFICATION\*\***

Only employees working in the Summit Downtown Business District may apply for a downtown employee permit. When an employee leaves your employ, **you must notify the Parking Services Agency in writing to cancel a permit**. Kindly complete below so we can remove the previous employee and void their permit.

**EMPLOYEE STATUS**

New Employee Date of Hire \_\_\_\_\_  Temporary Permit Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Current Employee

Transfer Former Employee's Prepayment \_\_\_\_\_

Current Employee new vehicle

Current Employee new vehicle with a valid prepayment on account

**EMPLOYER CERTIFICATION**

I, THE UNDERSIGNED, CERTIFY THAT THE APPLICANT IS AN EMPLOYEE OF THE FIRM AS INDICATED. I HEREBY REQUEST THAT A SUMMIT DOWNTOWN PARKING PERMIT BE ISSUED TO OUR EMPLOYEE FOR THE USE OF EMPLOYEE LONG TERM PARKING ONLY. I UNDERSTAND THAT THE MISUSE OF THE PERMIT BY THE EMPLOYER OR EMPLOYEE MAY RESULT IN THE LOSS OF PRIVILEGES AND POTENTIAL PROSECUTION.

MANAGER/OWNER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_