



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:** _____