



**CITY OF RICHMOND**  
**RESIDENTIAL PARKING PERMIT INSTRUCTIONS**  
**Department of Finance**

PERMIT VALID:

July 1, 2005 to  
June 30, 2006

**FAN DISTRICT**

1. Complete a Residential Parking Permit Application, providing answers to all questions.
2. Sign and date the application.
3. Renters must also have the property owner sign and date the application.
4. Provide verification of identity:
  - a. If you possess a Virginia Driver's License, provide us your Driver's License Number so we can match it with DMV records.
  - b. If you do not possess a Virginia Driver's License, please provide a photocopy of a picture identification that clearly displays your name and picture.
  - c. Renters must, in addition to (a) and/or (b) above, also provide a copy of their lease and have the property owner complete the Property Owner – Tenant Information form to submit with the application.
  - d. If you are the property owner, resident or otherwise, please provide us the Map Reference Number of the parcel, the most recent real estate tax bill or your account number with the Department of Public Utilities to enable us to verify ownership with our real estate tax or utility account records.

**5. Payment Method(s) and Locations**

- a. **Payment Methods:**
  1. Cash, Money Order or Bank Check, i.e. Cashier's Check, etc.
  2. Check
  3. Credit Card
- b. **Payment Locations:**
  1. **City Hall**, Room 102, 900 East Broad St
  2. **East District Office**, 701 North 25<sup>th</sup> St
  3. **Southside Office**, 4100 Hull St Rd
  4. **Mail:** City of Richmond  
Department of Finance – Collections  
Attn: Fan Parking  
Room 102, City Hall  
900 East Broad St  
Richmond, VA 23219
  5. **Fax: 804-646-5719**  
**Attn: M. P. Gleason**