

## **Guidelines for Delivery Permit Use At the University of Idaho**

- Delivery permits are intended for business use only by vendors or UI departments who provide proper justification for frequent delivery access on campus
- Approval by department head is required
- Justification must be provided for use of an annual delivery permit vs. use of a temporary delivery permit
- Delivery permits are not intended for student use, personal use, or for attending meetings

Vehicles displaying a valid University of Idaho Delivery parking permit may park in any of the following locations. These parking areas are prioritized as listed.

1. All Delivery spaces (1 hour max)
2. Any regular permitted space (1 hour max)
3. Designated "Valid Campus WW permit" spaces on the walkway (30 min max)
4. Meters / timed spaces (1 hour max)

Delivery permits are **Not Valid** in any of the following locations. Parking in these areas may result in a citation and/or a fine.

1. Disability spaces
2. Service spaces
3. Reserved spaces
4. All other areas not designated as a parking space (fire lane, yellow curbs, Etc...)
5. Areas posted "No Parking 2 a.m. to 6 a.m."

These regulations constitute a partial list only. Campus Maps and the complete parking regulations are available on our website at [www.uidaho.edu/parking](http://www.uidaho.edu/parking).

Permit # \_\_\_\_\_

Delivery Method \_\_\_\_\_

# University of Idaho

Parking and Transportation Services

## Service/Delivery Permit Application

Application Procedures: Complete all information below including the Justification of Service, have your DEAN, DEPARTMENT HEAD or SUPERVISOR review and sign the bottom portion. When complete, send the application to Parking Services, campus zip code 1201.

Please select permit delivery method:  Campus Mail  
 US Mail  
 Office Pickup

### Parking office use only

Date received: \_\_\_\_\_

Dept. head verified: \_\_\_\_\_

Fulfilled by: \_\_\_\_\_

Vendor Permit #: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Type of permit applied for  Service  Delivery

Contact Name (please print): \_\_\_\_\_

Office/Vendor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Department/Vendor: \_\_\_\_\_ Campus Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ License #: \_\_\_\_\_

**Service/Delivery permits are not intended for daily parking, personal use, student use, or for attending meetings and are subject to revocation for misuse. Use of this permit must be in compliance with University of Idaho Parking Rules and Regulations found at: [www.uidaho.edu/parking](http://www.uidaho.edu/parking).**

**Justification of Service:** Please describe the frequency of use and the purpose for this permit. Please explain why obtaining a temporary service/delivery permit versus the annual permit you are requesting would not meet your needs below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the department or vendor is responsible for the use of this permit, but that **the individual driver of the vehicle is responsible for any tickets issued while using a service or delivery permit. I further understand that it is the responsibility of the applicant and/or driver to read and follow all Parking Rules and Regulations.** I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature / Department, College or Company name / Date

**To be completed by Dean, Department Head or Supervisor if applicable:**

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I verify that this service / delivery permit is necessary for the conducting of University of Idaho business as specified in the **University of Idaho Parking Rules and Regulations** and that the department meets all requirements for obtaining a service or delivery permit

\_\_\_\_\_  
Signature / Department, College or Company name / Date