

2018-2019
Fifteen Minute Vendor Service Permit Information

Definition of Fifteen Minute-Service Permits

Fifteen Minute Service Permits are for use by representatives of non-affiliated service companies who have a need to make deliveries taking fifteen minutes or less.

Use Limitations

Fifteen Minute Service Permits are not for the personal use of University employees, UNC Hospital employees, or students. Use of these permits by the aforementioned will result in revocation of the permits issued to the agency. Revocation, ticketing, and impoundment may occur if a permit is found to be altered, counterfeit, and/or lost/stolen. Revocation may also occur if delivery personnel fail to abide by special event or emergency instructions. No refund will be issued if revocation occurs. It is requested that agencies develop internal controls to assure that proper security, assignment, and return procedures are instituted.

Parking Restrictions

Vehicles displaying Fifteen Minute Service Permits may park in:

1. Any marked service space (for the allotted time period listed on the sign).
2. Any unreserved, ungated parking space.
3. No Parking Area (5:00pm - 7:30am, 5-minute limit) outside of a marked space that is not designated as a "Fire lane"

(When looking for parking, representatives should look for locations in the order listed above.)

A delivery vehicle should never park in the following locations. Parking in these locations can result in ticketing and impoundment.

1. Disability space
2. Fire lane
3. Visitor space
4. Reserved At All Time space
5. Metered space (unless activated)
6. Any other reserved space

The Fifteen Minute Service Permit will be valid for special events, but may have additional restrictions. All delivery personnel should follow normal guidelines unless instructed to do otherwise by a member of the special event staff or other Transportation and Parking official.

Procedures for Issuance

1. Each request must be accompanied by written verification of need.
2. A charge of \$81.00 must be paid upon the receipt of each approved permit.
3. The Parking Services Manager must approve each request.
4. Permits will be valid from August 15, 2018 through August 14, 2019
5. If a permit is lost or stolen, an affidavit must be filed through the Transportation and Parking. A charge of \$25.00 may be required for each permit re-issued.
6. Permits may not be valid during "special events operations."

2018/2019 FIFTEEN MINUTE SERVICE PERMIT APPLICATION

NEW ☐

RENEWAL ☐

Name of Company _____

Company Mailing Address _____

Company Contact Person _____

Company Telephone Number _____

Company Manager _____

1) How many permits is your company requesting for 2018/2019? _____

2) Please explain the need for these permits. If more than one permit is requested, state the reason multiple permits are required.

I have read the guidelines and restrictions and understand that will be a charge of \$82.00 for each permit issued. If the permit(s) is misused, it may result in fines, penalty, or revocation. I agree to contact Transportation and Parking if the permit(s) is lost, stolen, or destroyed and a \$25.00 replacement fee may be charged.

Signature: _____

Company Manager

OFFICE USE ONLY

	Vendor Permit Number	Gate Card Number	Date Issued	Amount Paid	Payment Type
1					
2					
3					
4					
5					
	Lost/Stolen Permit/Gate Card	Replacement	Date Issued	Amount Paid	Payment Type
1					
2					
3					
4					
5					
Number of Permits Approved _____			Authorized Signature _____		