

# Annual Individual Parking Permit

## Definition and Purpose

The document defines annual individual parking permits for faculty, staff and students with a valid Georgia Tech Campus ID whose work address is on campus. All faculty, staff and students are required to pay for parking on Campus.

## Rules and Regulations

- Faculty and staff with a valid GT Campus ID must apply online annually for Annual Individual Parking Permit assignment.
- Annual Individual Parking Permits are primarily for use during a regular (40 hr. M-F) workweek. At all other times the lot may be open to other lot permits or may be reserved for other uses.
- Annual Individual Parking Permits may not be transferred or sold.
- Annual Individual Parking Permits must be properly displayed and correct license plate numbers must be on file with GT PTS. Vehicle information can be updated by logging on to your Driver's Seat account at <https://driverseat.pts.gatech.edu>.
- One (1) Permit (hangtag) will be issued per Annual Individual parking assignment.
- A permit exchange fee is charged for Annual Individual permit exchanges within the same parking year.
- Annual Individual parking permit hangtags must be hung from the vehicle's rear view mirror. All items should be removed from the vehicle's mirror or window that block the permit from view. The permit must be visible by Parking Enforcement Officers when the vehicle is parked on campus.
- The permit holder is responsible for returning the permit and notifying GT PTS when employment is terminated or the annual parking assignment is no longer needed. The permit holder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to GT PTS.
- The Permit holder is responsible for using their BuzzCard (or GT PTS issued gatecard) to enter gated lots. GT PTS staff are not authorized to raise the gate for customers except on those occasions where the gate system is malfunctioning.
- Annual Individual Parking Permit holders may request a maximum of twelve (12) courtesy temporary parking permits per parking year (one per month). Each Temporary Permit may not exceed one day.
- Annual individual permit holders may park in non-residential and gated parking areas from 5:00 p.m. – 8:00 a.m. Monday – Thursday. (BuzzCards can be used to access gated areas after hours). Permits may also be used from 5:00 p.m. through 8:00 a.m. Monday for weekend access. **After-hours access for the E45 and E81 parking zones is granted from 5:00 p.m. – 6:00 a.m. weekdays. The E40 parking lot at Turner Place is unavailable to non-E40 permit customers after-hours.**

## Restrictions

- Parking and Transportation Services has the right to reserve lots/decks for evening parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots that are restricted for an event will be posted at the entrance to the lot, permit holders will be notified by email, and/or on our website at [www.pts.gatech.edu](http://www.pts.gatech.edu).
- Parking and Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.
- If your assigned lot is full, permit holders are asked to park in a permit stall that is in the next closest non-gated lot to your original assignment. Immediately report your lot as full on our

website at <http://www.pts.gatech.edu> by completing an **out-of-area request**. **Note that permit holders may not park in the E44 parking location as an alternate out-of-area location.**

- Annual Individual Parking Permits are not valid in restricted areas; such as fire lanes, meters, reserved stalls, motorcycle stalls, service vehicle stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots staffed during Special Events.
- Unauthorized parking with permits within restricted areas will result in a citation or impoundment of the vehicle.
- Only one vehicle (registered to your permit) may be parked on campus at a time.
- Failure to follow GT PTS rules and regulations may result in your parking privileges being revoked.
- All citations and other unpaid fees that are due to GT PTS must be paid prior to applying or accepting an annual permit assignment.

### Related References

Alternative Transportation Parking

Lot Full Alternate Parking

Number	PTS-
Effective Date	Permit Year 2014-15
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