

Department Official Business Permit

Definition and Purpose

This defines parking options for faculty and staff needing access to parking on campus for Institute Business. The Official Business Permit (OPB) allows employees to park in any of the un-gated lots for up to two hours except for those specified below.

Rules and Regulations

- Department heads who have personnel using personal automobiles for making deliveries, or transporting equipment and/or large amounts of supplies and materials may apply for the Department Official Business Permit annually on the PTS website.
- The permit allows the use of loading zones while loading and unloading and service vehicle spaces for up to 30 minutes, and any other unreserved, non-gated, or non-metered parking space while conducting official Institute Business.

Restrictions

- Departments must pay the annual fee for the Office Business Permit. All OBPs are subject to approval by the Senior Director and/or his/her delegate.
- The OBP cannot be used by anyone who is not a holder of an Annual Parking Permit.
- Vehicles must display a GT parking permit with an OBP to use official business parking privileges.
- Vehicles parked in service vehicle stalls displaying an OBP in excess of the 30-min limit will be cited and are subject to impoundment.
- Vehicles parked in un-gated general permitted stalls on official business i.e. committee meetings, in excess of two and one-half (2 1/2) hours will be cited and are subject to impoundment.
- OPBs are not valid in E-44 and the Student Health Services parking lot.
- Replacement of a lost/stolen OBP is at full value.

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