

CONSTRUCTION PROJECT PARKING PERMIT REQUEST

TEMPORARY CONSTRUCTION/SERVICE VEHICULAR PARKING PERMIT FOR CONTRACTORS AND CONSULTANTS.

EMAIL COMPLETED FORM TO **PARKING & TRANSPORTATION SERVICES: psweb@usf.edu**

PARKING & TRANSPORTATION SERVICES WILL NOTIFY THE REQUESTOR DIRECTLY WHEN THE PERMITS ARE READY TO BE PICKED UP.

A **REQUESTOR: (CONTRACTORS / CONSULTANTS)**

DATE: _____	REQUEST NO:*	
PROJECT: _____	PHONE: _____	EMAIL: _____
REQUESTOR: _____		
Via USF PM: _____		

* CONTRACTOR SHALL ASSIGN A SEQUENTIAL NUMBER TO EACH REQUEST.

B **ATTACHMENTS:** (USF PTS REQUIRES A COPY OF THE PO OR USF PM APPROVAL IN ORDER TO ISSUE A NEW VENDOR PARKING PERMIT)

- MOVEMENT OF TRAFFIC (MOT)** MAP SHOWING PROVISIONS FOR ALTERNATE TRAFFIC AND PEDESTRIAN PATHWAYS (IF REQUIRED).
- COPY OF PURCHASE ORDER**, FOR CONTRACTOR OR CONSULTANT HIRED UNDER A PURCHASE ORDER
- USF PM APPROVAL SIGNATURE**, FOR CONTRACTOR OR CONSULTANT HIRED UNDER PROFESSIONAL SERVICES CONTRACT.

USF PM ATTEST THE REQUESTOR IS UNDER CONTRACT _____
SIGNATURE _____ DATE _____

WITH USF FOR ABOVE LISTED PROJECT.

C **REQUEST TEMPORARY PARKING PERMIT(S) FOR:** _____ **LOCATION REQUESTED:** _____

- CONSTRUCTION/SERVICE VEHICLE(S)** AND INTERNAL CAMPUS ACCESS.
- PERSONAL VEHICLE(S)** PARKING PERMIT.
- ADA PERMIT REQUIRED?** Yes, Quantity: _____

FOR WHOM	TYPE	THIS REQUEST			TOTAL ACTIVE TO DATE
		QUANTITY	START DATE & TIME	END DATE & TIME	
<input type="checkbox"/> TEMPORARY PERMIT FOR CONSTRUCTION ACCESS	Complimentary Grass/Sidewalk Permit				
<input type="checkbox"/> TEMPORARY PERMIT FOR DELIVERY ACCESS	Complimentary Loading Dock Permit				
<input type="checkbox"/> CONTRACTOR STAFF/EMPLOYEES	Parking within construction fence				
<input type="checkbox"/> TRADE CONTRACTOR STAFF/EMPLOYEES	At University designated construction parking				
<input type="checkbox"/> TRADE CONTRACTOR STAFF/EMPLOYEES	At University designated remote parking area				

D **REQUESTOR SIGNATURE:**

REQUESTOR NAME, TITLE _____ SIGNATURE

NOTES:

1. **ALL PERSONAL VEHICLES PARKED ON CAMPUS SHALL DISPLAY A PARKING PERMIT;** EITHER TEMPORARY PAPER PERMIT OR AN OFFICIAL PARKING DECAL.
2. **PERSONAL VEHICLES PARKING OUTSIDE CONSTRUCTION FENCE,** WILL REQUIRE PURCHASE OF A PARKING PERMIT AND PARK IN A DESIGNATED AREA ONLY.
3. **TEMPORARY PERMIT FOR CONSTRUCTION & DELIVERY ACCESS IS COMPLEMENTARY AND WILL NOT REQUIRE PURCHASE OF A PARKING PERMIT.**
4. CONTRACTOR IS RESPONSIBLE FOR **TRACKING, DISTRIBUTION & CONTROL** OF ALL TEMPORARY PARKING PERMITS ISSUED DURING PERMITTED USE PERIOD.
5. **CONTRACTOR IS RESPONSIBLE FOR THE RESTORATION OF TEMPORARY PERMIT AREA & ACCESS PATH (E.G. ROADWAY, CURB, SIDEWALK AND LAWN) DAMAGED FROM CONSTRUCTION VEHICULAR TRAFFIC OCCURRING DURING PERMITTED USE. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING MOVEMENT OF TRAFFIC, PROVIDING ALTERNATE VEHICULAR ACCESS & ADA COMPLIANT PEDESTRIAN PATHWAYS DURING PERMITTED USE PERIOD.**