University of Idaho
Parking and Transportation Services

Submit by Email | Print Form

phone: (208) 885-6424
fax: (208) 885-4219
E-mail: parking@uidaho.edu
Web: www.uidaho.edu/parking

# Delivery Permit
# Guidelines for Use

1. Delivery permits are intended for business use only by vendors or university departments who provide proper justification for frequent delivery access on campus

2. Delivery permits are $10 for university departments

3. Approval by department head is required in order to obtain a Delivery permit

4. Justification must be provided for use of an annual Delivery permit versus use of a temporary Delivery permit

5. Delivery permits are **NOT** intended for student use, personal use, or for attending meetings

6. Delivery permits validate parking for a maximum of 1 hour in the following locations: delivery spaces, any regular space in a color permitted lot, meters, pay station lots, timed spaces

7. Delivery permits validate parking for a maximum of 30 minutes in designated "valid campus walkway" spaces on the walkway

8. Delivery permits are **NOT VALID** in any of the following locations: disability spaces, visitor spaces, reserved spaces, service spaces, any area not designated as a space (fire lane, yellow curb), areas posted "no parking 2 a.m. to 6 a.m."

9. Parking in any of the spaces/locations listed in number 8, above, with a Delivery permit may result in citation and/or fine

These guidelines constitute a partial list of campus parking regulations specific to Delivery permits. Campus maps and the complete parking regulations are available at www.uidaho.edu/parking.

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# Delivery Permit Application

## *University Departments Only*

Applicant Name: _____ Title: _____

Department: _____ Phone: _____

Office Address: _____ E-mail: _____

Vehicle Make: _____ State: _____ License Plate: _____

Budget #: _____ Campus Zip: _____

*Note: When processed, budget will be charged directly.*

Please select a delivery method for the Delivery permit: ☐ Campus Mail ☐ Pick-up at Parking Office

**Delivery permits are not intended for daily parking, personal use, visitor use, student use, or for attending meetings and are subject to revocation for misuse.** Use of a Delivery permit must be in accordance with the University of Idaho Parking Regulations, found at www.uidaho.edu/parking.

**Justification:** Please describe below the frequency of use and the purpose for the requested Delivery permit. Please explain why obtaining a temporary Delivery permit, versus the annual permit you are requesting, would not meet your needs.

**Justification Description:** _____

description continued: _____

By signing below, I certify that the above information is true to the best of my knowledge. I understand that the department is responsible for the use of a Delivery permit. **I further understand that it is the responsibility of the applicant and/or driver to read and follow all University of Idaho Parking Regulations. I also understand that this permit is NOT to be used for personal use or daily parking.**

Applicant Signature: _____ Date: _____

** Electronic signature is acceptable*

**The below section is to be completed by Dean, Director, Department Head, or Manager if applicable:**
I certify that the above information is true to the best of my knowledge. I verify that the requested Delivery permit is necessary for conducting university business as specified in the University of Idaho Parking Regulations and that the department meets all requirements for obtaining a Delivery permit.

Signature: _____ Title: _____

** Electronic signature is acceptable*

Department: _____ Date: _____

**Office Use Only**

Date Received: _____ Budget Charged on: _____ Permit #: _____

Date Processed: _____ Fulfilled by: _____

**Supervisor Only:**

☐ Approved ☐ Denied

Initials: _____

Date Approved: _____