

Department Parking Permit Options

Updated May 15, 2024

Permit Type	Parking Location and Duration per Use	Cost for UI Departments		Notes
		Annual	Daily	
Service	<ul style="list-style-type: none"> Signed Service spaces, meters, timed spaces, regular spaces in any color-coded lot, and designated campus walkway spaces Duration: TWO HOURS maximum per use and Signed Delivery spaces Duration: ONE HOUR maximum per use 	\$71	Free for up to 10 days per academic year; days are not required to be consecutive	<p>For business use only when close proximity to buildings is required to perform active service work. Those requesting Service permits must be frequent service providers, such as repairmen, vendors, or a university employee who requires the use of equipment and materials that are transported in a service vehicle.</p> <p><i>Service permits are NOT valid for student use, personal use, or for attending meetings. Permit use by non-listed plates is a violation and a citation may be issued. [2.H.7]</i></p>
		Complete online form at https://www.uidaho.edu/infrastructure/parking/permits/forms/service		
Delivery	<ul style="list-style-type: none"> Signed Delivery spaces, meters, timed spaces and regular spaces in color-coded lots Duration: ONE HOUR maximum per use and Designated Campus Walkway spaces Duration: 30 MINUTES maximum per use 	\$55	Free for up to 10 days per academic year. Days are not required to be consecutive.	<p>Delivery Permits are intended to provide closer access to buildings for the purpose of making deliveries. Delivery permits are appropriately used when parking in close proximity to the location of delivery is required due to size of item(s) being delivered, number of items being delivered or timing of delivery.</p> <p><i>Use of Delivery permits for non-business/academic-related necessary delivery access constitutes invalid permit use and/or Delivery permit use by non-listed plates are violations and vehicles may be subject to citation. [2.H.6]</i></p>
		Complete online form at https://www.uidaho.edu/infrastructure/parking/permits/forms/delivery		
Departmental	<ul style="list-style-type: none"> Signed “Reserved for Departmental Permits” spaces, all regular spaces in color-coded lots, meters, and timed spaces Duration: TWO HOURS maximum per use 	\$477	\$4 for ONE day or \$40 for 10 days (Days are not required to be consecutive)	<p>Departmental permits are intended for short-term parking for use by university employees while attending meetings at a location on campus other than their office or building.</p> <p><i>Departmental permits are not intended for daily parking, personal use, student use or visitor use and are subject to revocation for continued misuse. [2.H.4]</i></p>
		Complete online form at https://www.uidaho.edu/infrastructure/parking/permits/forms/department		
Scratch-Off Visitor	<ul style="list-style-type: none"> Signed Visitor spaces and all regular spaces in color-coded lots Duration: ONE DAY ONLY (12 a.m. – 11:59 p.m.) on date scratched off on permit 	n/a	\$5, paid by requesting Dep’t	<p>Scratch-Off Visitor permits are to be used ONLY by visitors to U of I. Departments may order Scratch-Off Visitor permits in batches of ten to have on hand when welcoming a visitor to campus.</p> <p><i>Moscow-based UI faculty, staff and students not eligible to use these permits. [2.H.5]</i></p>
		Complete online form at: https://www.uidaho.edu/infrastructure/parking/permits/forms/visitor		
Online Guest	<ul style="list-style-type: none"> Signed Visitor spaces and all regular spaces in color-coded lots Duration: 12 a.m. – 11:59 p.m. on date(s) listed on permit 	n/a	\$4, paid by requesting Dep’t	<p>Online Guest permits are to be used ONLY by visitors to U of I. Departments may email a visitor permit to a guest in advance of their visit to campus. Contact PTS to set up this option at any time.</p> <p><i>Moscow-based UI faculty, staff and students not eligible to use these permits. [2.H.5]</i></p>
		Complete online questionnaire at https://www.uidaho.edu/infrastructure/parking/permits/forms/guest		

Departments seeking information regarding Exempt Plate Reserved Spaces, Exempt Plate Storage or any other specialized parking needs should contact Parking and Transportation Services (PTS) for additional information at parking@uidaho.edu or 208-885-6424.