



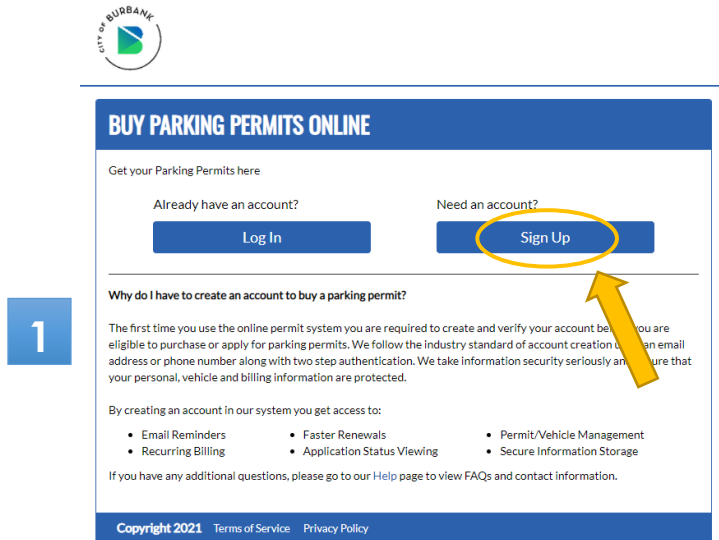
HOW TO PURCHASE AND RENEW YOUR PARKING PERMIT

Create an account

To register for an account, select "Sign Up" and then follow the screen prompts to enter and verify an email address. Once verified, create a PIN and start an application.

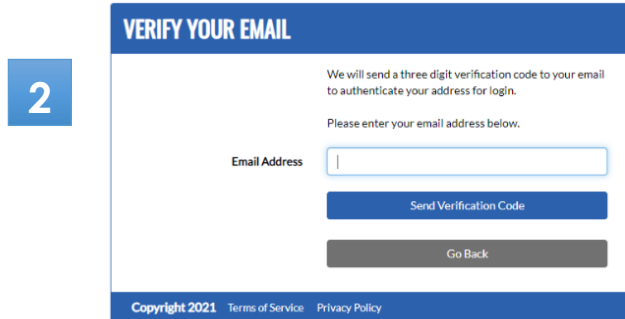
1. Select Sign Up

To register for an account, select "Sign-up."



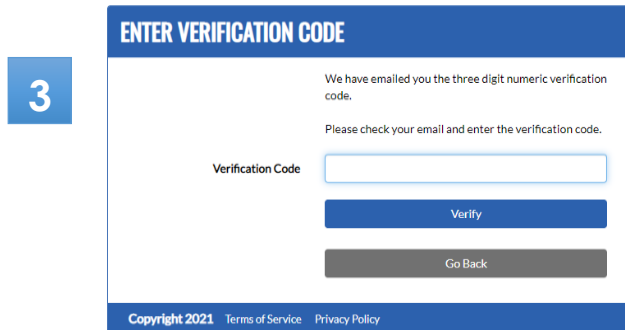
2. Verify your Email

Enter a valid email address (use the email you have the best access to).



3. Submit Verification Code

Users will receive an email with a 3-digit code. You will be prompted to enter this code to validate your account on the website.



4. Create A PIN

Create a 4-Digit Pin (equivalent to a password) that you will use for future logins.



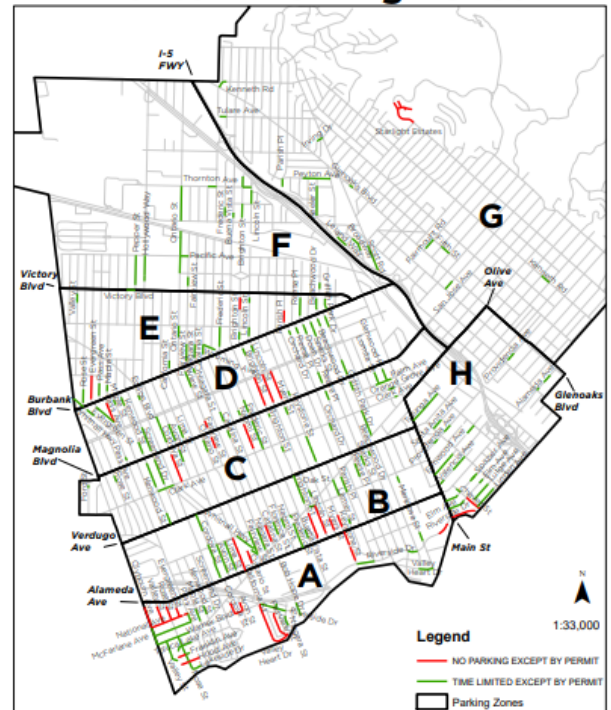


Apply for a Residential Parking Permit

Once registered, login to your account and select "View/ Add Permits." Please refer to the permit zone listed on your mailing notification or **click on the zone map to find your permit zone.**



Burbank Parking Zones



Please select a permit	
Residential Zone A Permit	View
Annual Visitor Zone A Permit	View
Residential Zone B Permit	View
Annual Visitor Zone B Permit	View
Residential Zone C Permit	View
Annual Visitor Zone C Permit	View
Residential Zone D Permit	View
Annual Visitor Zone D Permit	View
Residential Zone E Permit	View
Annual Visitor Zone E Permit	View
Residential Zone F Permit	View
Annual Visitor Zone F Permit	View
Residential Zone G Permit	View
Annual Visitor Zone G Permit	View
Residential Zone H Permit	View
Annual Visitor Zone H Permit	View
Landlords and Building Managers Permit	View

- After finding your zone, select your permit from the list of options.
- You will then be prompted to collect all of the information required for the permit application including any documents you may have to upload.
- We will not request or charge your credit card until the permit has been approved and is ready to be active.



Fill out the Permit Parking Application

Note: **Zone A** is shown as an example

1. Permit Information

Review all of the permit information to ensure that you are applying for the correct one.

1

Permit Information	
Type	Residential Zone A
Zone	Zone A
Cycle	Annual
Valid From	07/21/2021 thru 09/30/2022
Price	\$10.25
Availability	Available

2. Vehicle Information

Enter your license plate number (LPN), make, model and color. Permit will be linked to the LPN.

2

Vehicle Information	
License Plate State	California
License Plate Number (?)	
Make	Select a make
Model	Select a model
Color	Select a color

3. Customer Information

Enter your First Name, Last Name, Address, Phone Number and Email.

3

Customer Information	
First Name	
Last Name	
Address	
Address 2	
City	
State	California
Zip Code	
Phone Number	
Email	



HOW TO PURCHASE AND RENEW YOUR PARKING PERMIT

4. Upload supporting documents

Valid vehicle registration for each permit requested must be provided. The vehicle registration must match the applicant's qualifying address. Upload a copy or photo of your registration.

****Proof of residency will be verified through Burbank Water and Power accounts. If you are not listed on the account, please upload a utility bill with your name here.****

4



Vehicle Registration

To purchase an annual permit, a valid vehicle registration for each permit is required. The vehicle's registered address must match the applicant's qualifying address. Please upload a scanned image of the vehicle's current registration below.

Uploaded 0 of 1 required documents

- Drop files to upload
(or click)



Proof of Residency

Please upload a utility bill with your name and the corresponding residential address here.

Uploaded 0 documents

- Drop files to upload
(or click)

5. Read and accept the Terms and Conditions

Terms and Conditions must be accepted before proceeding to "Checkout."

5

Terms

I agree to the Terms and Conditions

Add Another Permit

Checkout

Back

6



6. Checkout

7. Order Summary

Review your order summary and click "Submit."

7

PLEASE REVIEW YOUR ORDER

Order Summary

Residential Zone A Permit
Valid - 07/22/2021 to 09/30/2022
Zone: Zone A
Vehicles: (CA) 1ABC234
\$10.25
[Remove from cart](#)

Total: \$10.25

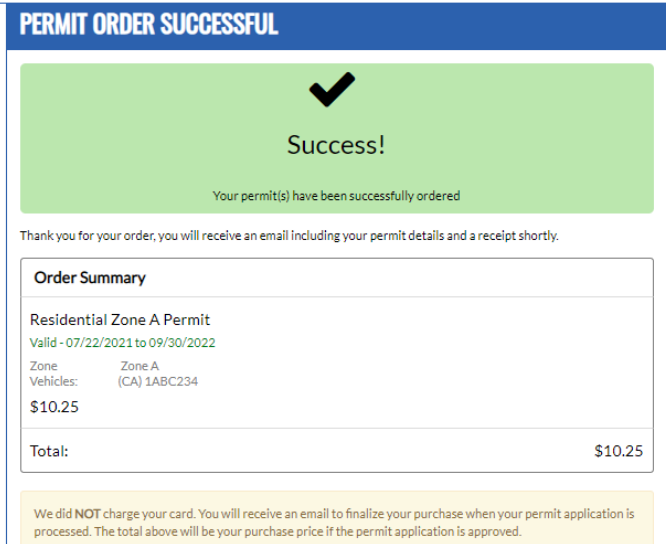
We will NOT charge your card until after your permit is approved and you log back in to verify the transaction. The total will be your purchase price if the permit application is approved.

Clicking the submit button will finalize your order

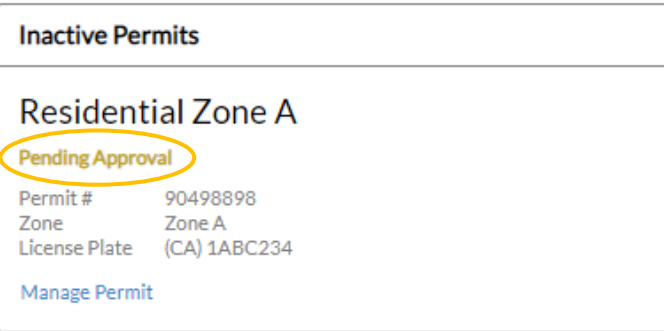
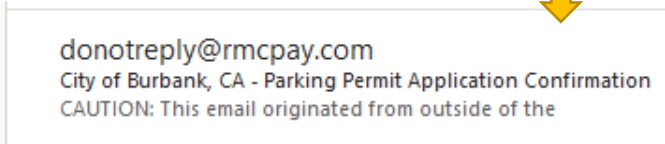
Submit



HOW TO PURCHASE AND RENEW YOUR PARKING PERMIT



Note: You will receive an email update after submitting your application and when your application has been approved.



We will NOT request or charge your card until after your permit is approved and you log back in to verify the transaction. The total will be your purchase price if the permit application is approved.

8. Purchase

Login to your account and select View/Add Permits. Scroll down to your approved permit and select "Purchase" and proceed to enter payment. Please note that the City accepts only Visa, Discover or MasterCard.

8



****Once payment is confirmed, please allow up to 10 business days to receive your Residential Permit decal(s) and/or Annual Visitor Permit by mail.****

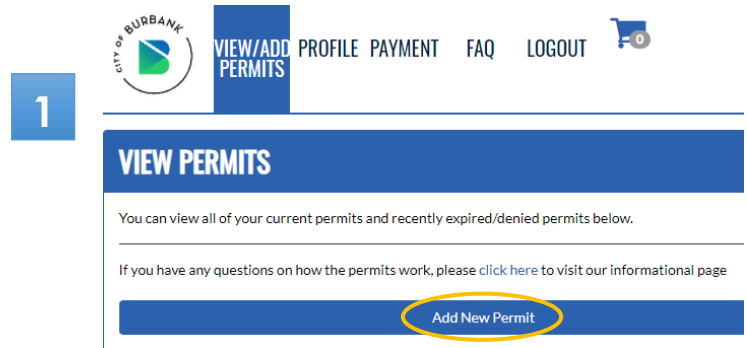


Apply for an additional Residential Permit

1. Select VIEW/ADD PERMITS

Choose the Add New Permit button and **repeat steps 1-7.**

*Note: ALL permit zones will continue to be listed as an option. **Please make sure that you select your current zone.***



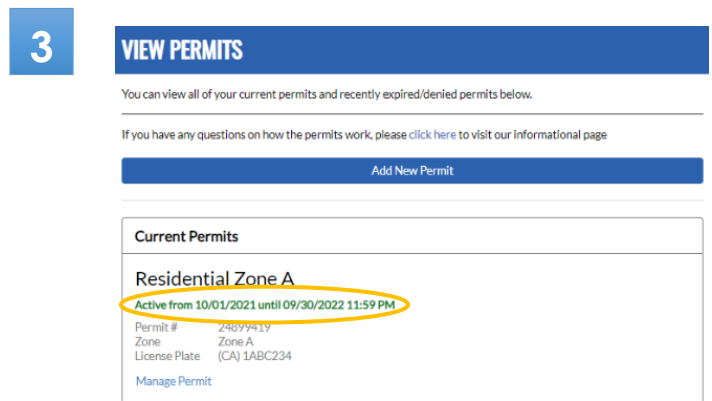
2. Once permit is APPROVED

Login to your account and select View/Add Permits. Scroll down to your approved permit and select "Purchase" and proceed to enter payment.



3. View current permits

All active permit(s) will be listed on the main screen under View/Add Permits.



****Only a maximum of five (5) residential permits may be purchased per cycle, per residential dwelling.****

****Valid vehicle registration for each permit requested must be provided. The vehicle registration must match the applicant's qualifying address.****



Applying for an Annual Visitor Permit and/or Daily Visitor Permit

****Please note, you must purchase an Annual Visitor Permit in order to unlock and purchase a Daily Visitor Permit.****

Note: **Zone A** is shown as an example

- Login to your account and select View/Add Permits.
- Note: ALL permit zones will continue to be listed as an option. **Please make sure that you select your current zone.**
- After purchasing an Annual Visitor Permit, the Daily Visitor Permit option will be unlocked under your permit zone.

****Only TWO (2) Annual Visitor Permits will be issued during the current permit cycle.****

****Daily Visitor Permits are valid for 1 day. Max of TEN (10) one-day permits per day, per residential dwelling. Permits are tied to your visitor's license plate.****

PURCHASE PARKING PERMITS

Please select your permit from the list of options below. You will then be prompted to collect all of the information required for the permit application including any documents you may have to upload. We will not ask for or charge your credit card until the permit has been approved and is ready to be active.

If you do not know your permit zone or you have any questions on how the permits work, please [click here](#) to visit our informational page.

Please select a permit

Residential Zone A Permit	View
Annual Visitor Zone A Permit	View
Daily Visitor Zone A Permit	View
Residential Zone B Permit	View
Annual Visitor Zone B Permit	View
Daily Visitor Zone B Permit	View
Residential Zone C Permit	View
Residential Zone D Permit	View
Residential Zone E Permit	View
Residential Zone F Permit	View
Residential Zone G Permit	View
Residential Zone H Permit	View
Landlords and Building Managers Permit	View



Annual Visitor Permit Application

Note: **Zone A** is shown as an example

1. Apply for an Annual Visitor Permit

After purchasing a Residential permit, you will unlock the option to purchase an Annual Visitor Permit in your zone.

1

PURCHASE PARKING PERMITS

Link To Existing Permit

Use Link Code

Please select your permit from the list of options below. You will then be prompted to collect all of the information required for the permit application including any documents you may have to upload. We will not ask for or charge your credit card until the permit has been approved and is ready to be active.

If you do not know your permit zone or you have any questions on how the permits work, please [click here](#) to visit our informational page.

Please select a permit

Residential Zone A Permit	View
Annual Visitor Zone A Permit	View
Residential Zone B Permit	View
Annual Visitor Zone B Permit	View
Residential Zone C Permit	View
Annual Visitor Zone C Permit	View

2. Permit Information

Review all of the permit information to ensure that you are applying for the correct one.

2

Permit Information

Type
Annual Visitor Zone A

Zone
Zone A

Cycle
Annual

Valid From
10/01/2020 thru 09/30/2021

Price
\$10.25

Availability
Available



HOW TO PURCHASE AND RENEW YOUR PARKING PERMIT

3. Customer Information

Enter your First Name, Last Name, Address, Phone Number and Email.

3

Customer Information	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="California"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>

4. Proof of Residency

Upload document here.

Proof of residency must display your name, qualifying address and clearly show the issuance date. The supporting document must not be older than **three months** of the current date.

4

Proof of Residency
Please upload a utility bill with your name and the corresponding residential address here.
Uploaded 0 of 1 required documents
Drop files to upload (or click)

Acceptable documents:

- Utility bill
 - BWP
 - Gas
 - Phone
 - Cable
- Bank/CC statement
- Mortgage bill
- Insurance document

5. Read and accept the Terms and Conditions

Terms and Conditions must be accepted before proceeding to "Checkout."

5

Terms
<input type="checkbox"/> I agree to the Terms and Conditions
Add Another Permit
Checkout

6

6. Checkout





Daily Visitor Permit Application

****Please note, you must purchase an Annual Visitor Permit in order to unlock and purchase a Daily Visitor Permit.****

Note: **Zone A** is shown as an example

1. Apply for a Daily Visitor Permit

After purchasing an Annual Visitor Permit, you will unlock the option to purchase a Daily Visitor Permit in your zone.

2. Permit Information

Review all of the permit information to ensure that you are applying for the correct one.

3. Change Start Date

Select date from calendar.

You may also select future dates in addition to the current date.

1

PURCHASE PARKING PERMITS

Please select your permit from the list of options below. You will then be prompted to collect all of the information required for the permit application including any documents you may have to upload. We will not ask for or charge your credit card until the permit has been approved and is ready to be active.

If you do not know your permit zone or you have any questions on how the permits work, please [click here](#) to visit our informational page.

Please select a permit	
Residential Zone A Permit	View
Annual Visitor Zone A Permit	View
Daily Visitor Zone A Permit	View

2

Permit Information

Type
Daily Visitor Zone A

Zone
Zone A

Cycle
Daily Visitor

Valid From
07/26/2021 thru 07/26/2021

[Change Start Date](#)

Price
\$1.00

Availability
Available

3

Permit Information

Type
Daily Visitor Zone A

Zone
Zone A

Cycle
Daily Visitor

Valid From
07/26/2021 thru 07/26/2021

[Change Start Date](#)

Price
\$1.00

Availability
Available

Calendar: July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today × Close



HOW TO PURCHASE AND RENEW YOUR PARKING PERMIT

4. Vehicle Information

Enter your **visitor's** vehicle information.

Permits will be tied to your **visitor's** license plate.

4

Vehicle Information

License Plate State
California

License Plate Number (?)
1XYZ234

5. Read and accept the Terms and Conditions

Terms and Conditions must be accepted before proceeding to "Checkout."

5

Terms

I agree to the Terms and Conditions

Add Another Permit

Checkout

6. Checkout

6

7. Pay and print receipt/invoice.

****Display receipt/invoice on driver's side dashboard.****

7

City of Burbank, CA
275 East Olive Avenue
Burbank, CA 91502

Permit Invoice

City of Burbank, CA

Date Printed: 07/26/21 Date Invoiced: 07/26/21 Purchase #: 91839307

Permits:							
Name	Permit #	Permit Type	Start Date	End Date	Zone Name	Vehicle	Amount
	27120392	Daily Visitor Zone A	07/26/2021	07/26/2021	Zone A	(CA) 1XYZ234	\$1.00
Totals:							\$1.00

Please login at burbankpermits.rncpay.com on your desktop or mobile phone to view permit details.