Residential Parking Permit Program FAQs

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PHONE: (818) 238-5290
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My vehicle registration doesn't have my address/ I just moved/ I purchased a new or used car. How can I obtain permits?

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How do I remove permit parking on my street?

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How do I purchase residential parking permits?

- Online:
  https://www.tocite.net/burbankca/portal

- In-person:
  Community Services Building
  150 N. Third St., Burbank, CA 91502

  Counter Hours:

Monday – Thursday:	8:00am – 3:30pm
Last ticket:	11:45pm & 3:15pm
Friday:	8:00am – 3:00pm
Last ticket:	11:45pm & 2:45pm
Closed Daily:	12:00pm – 1:00pm

When is the next citywide residential permit renewal?

As of October 2024, the City is no longer on a fixed permit cycle for Annual Residential and Annual Visitor permits. Going forward, permits will be recurring and valid for ONE (1) year from the application date.

Physical permits (decals and/or hangtags) are no longer issued.

Starting October 28, 2024, all permits will rely on vehicle license plates, also known as Permit-by-Plate, instead of physical parking permits.

How long will it take for my permits to be processed and active?

Please allow 7 days for approval and processing. A temporary hold will be placed on the credit card used to submit your application. Your card will not be charged unless your application is approved. Upon approval you will receive an email confirmation. If your application is denied, the pending hold will be released, and you will not be charged.

Once payment is accepted, the virtual permit becomes active immediately and is linked to the license plate number provided (Permit-by-Plate).



Your license plate number is now your permit. "Permit-by-Plate."

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How long are permits valid?

There are no longer fixed permit cycles. Annual Residential and Annual Visitor permits will be recurring and valid for ONE (1) year from the application date.

Daily Visitor permits are valid only on the selected date and expire at midnight. They are not valid for a 24-hour period.

How much do parking permits cost?

Permit fees are established by the Burbank City Council each year as part of the City's Budget. The annual permit fees for the period beginning July 1, 2026, are as follows:

RESIDENTIAL PARKING PERMIT FEES

Permit	Cost
Annual Residential Parking Permit	$27.00
Annual Visitor Parking Permit	$27.00
Daily Visitor Permit*	Free
Chargeback Fee	$18.00 + permit fee

*Daily Visitor Permit fees have been waived through 6/30/27.

An active Annual Visitor Permit must be purchased to obtain Daily Visitor Permits.

Who can apply for an Annual Residential Parking Permit?

Only those residential dwelling units on a street block, within the posted street signs, are eligible to receive residential parking permits. Proof of residency and vehicle registration is required to apply. Applicants must provide copies of required documents in person or upload copies, scans, photos, or screenshots through the online portal for verification.

- Proof of residency
  - Acceptable proof of residency includes: BWP statement, utility bill, bank statement, cell phone bill, etc.
  - Bill or statement must be from the last 60 days, include your name, and your Burbank address.
  - Unacceptable proof of residency includes: driver's license, lease or rental agreement, vehicle registration, and bill or statement more than 60 days from the current date.
- Valid vehicle registration for each permit requested must be provided. The vehicle registration(s) must match the applicant's qualifying address.

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Who can apply for an Annual Visitor Parking Permit?

Only those residential dwelling units on a street block, within the posted street signs, are eligible to receive residential parking permits. Proof of residency is required to apply. We will accept scans or photocopies of the required documents. Applicants must provide copies of required documents in person or upload copies, scans, photos, or screenshots through the online portal for verification.

- Proof of residency
  - Acceptable proof of residency includes: BWP statement, utility bill, bank statement, cell phone bill, etc.
  - Bill or statement must be from the last 60 days, include your name, and your Burbank address.
  - Unacceptable proof of residency includes: driver's license, lease or rental agreement, vehicle registration, and bill or statement more than 60 days from the current date.

What permit types are available to Burbank residents?

ANNUAL RESIDENTIAL PARKING PERMITS

Residents who reside on preferential parking restricted streets may obtain up to five (5) Annual Residential Parking Permits (RPP) that permit the vehicle to be parked beyond the posted time limits. Certain neighborhoods may be limited to less than five permits if they reside in heavily impacted areas. Residential Parking Permits are vehicle-specific and are not transferable between vehicles. Vehicle registrations must be submitted for each permit requested. The registered owner's address indicated on the vehicle registration(s) must match the applicant's qualifying address. The vehicle's license plate number shall serve as the Residential Parking Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The license plate number must be entered correctly to avoid citation. Required vehicle information includes license plate number and license state.

ANNUAL VISITOR PARKING PERMITS

Residents who reside on preferential parking restricted streets may obtain one (1) Annual Visitor Permit that permits their visitor's vehicle to be parked beyond the posted time limits. Annual Visitor Parking Permits must be purchased by the resident of the property and may be transferred between visitors' vehicles an unlimited number of times while the permit is active. The Annual Visitor Parking Permit can only apply to one vehicle at a

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time. The visitor's vehicle registration is not required when applying for this permit. Your visitor's vehicle license plate number shall serve as the Annual Visitor Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. **The license plate number must be entered correctly to avoid citation.** Required vehicle information includes license plate number and license state.

DAILY VISITOR PARKING PERMITS

Single Day-Use Permits

Residents who reside on preferential parking restricted streets may obtain single day-use permits for their visitors' vehicles to be parked beyond the posted time limits. **You must purchase an Annual Visitor Parking Permit in order to unlock and obtain Daily Visitor Permits.** Daily Visitor Parking Permits are vehicle-specific and are not transferable between vehicles. The visitor's vehicle registration is not required when applying for a permit. Your visitor's vehicle license plate number shall serve as the Daily Visitor Permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. **The license plate number must be entered correctly to avoid citation.** Required vehicle information includes license plate number and license state.

*Daily Visitor Permit fees have been waived through 6/30/27.

LANDLORDS & BUILDING MANAGERS

Only those Landlords or Building Managers, who rent a residential dwelling(s) on a street block, within the posted street signs, are eligible to receive ONE Landlord/Building Managers Permit, for non-commercial vehicle use. Landlord/Building Managers may not purchase permits on behalf of their tenants. You cannot obtain permits as a Landlord/Building Manager and as a resident for the same building or parcel.

Landlords must provide proof of ownership: a grant deed, recent mortgage statement, or recent property tax bill. Building Managers must provide proof of employment in addition to proof of ownership from the owner.

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How do I update the license plate number on my Annual Residential Parking Permit?

License Plate Number changes must be made by City staff. To request an update, email Parking@burbankca.gov and provide the following:

- Registration for the new vehicle
- Proof that the previous vehicle is no longer associated with your address, such as a bill of sale, DMV release of liability, end-of-lease document, donation letter, transfer document, accident report, or auto body repair receipt. The document must include the previous vehicle's license plate number or VIN.

In the event that you are not able to provide any documentation showing proof the vehicle is no longer a part of your fleet, you will need to purchase a new Annual Residential Parking Permit, and the permit will count towards the 5-permit per residential dwelling, per permit cycle maximum.

Can someone assist me with changing the license plate number on my Annual Visitor Parking Permit?

Parking staff are available during business hours to assist with changing the vehicle license plate on the Annual Visitor Parking Permit. For assistance, please call the Transportation Division at (818) 238-5290 or email us at Parking@burbankca.gov and provide your guest's license plate number and license state.

Office Hours: Monday – Friday | 8:00am – 5:00pm

Phone: (818) 238-5290

Email: Parking@burbankca.gov

I live in a Preferential Parking Permit zone and have guests visiting. Which permit should I get?

If you reside on a preferential parking restricted street with a Time-Limited restriction (1-Hour, or 2-hour parking restriction, except by permit), your guests may park for up to the posted time limit restriction, once per day, per block. The Annual Visitor Parking Permit and Daily Visitor Permits may be used for guests that will be parking longer than the posted time limit.

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If you reside on a preferential parking restricted street with a Permit-Only restriction (no public parking during the posted timeframe, except by permit), you will need to obtain the Annual Visitor Parking Permit and/or Daily Visitor Parking Permits for your guests.

Annual Visitor Parking Permits and Daily Visitor Parking Permits may be obtained in advance of your guests' visit. To assign an Annual Visitor Parking or Daily Visitor Parking Permit to your guests, you will need to obtain their vehicle license plate number and license state.

Daily Visitor Parking Permits are limited to 120 permits per cycle.

NOTE: An active Annual Visitor Permit must be purchased to obtain Daily Visitor Permits

What should I do if I have multiple visitors or am hosting a large gathering?

Residents who reside on preferential parking restricted streets and plan to host large gatherings or parties will need to obtain Daily Visitor Parking Permits per visitor vehicle. Daily Visitor Parking Permits are vehicle-specific and are not transferable between vehicles. The visitor's vehicle registration is not required when applying for this permit. Your visitor's vehicle license plate number shall serve as the permit (Permit-By Plate) and will be verified using License Plate Recognition (LPR) by parking enforcement. The license plate number must be entered correctly to avoid citation. Required vehicle information includes license plate number and license state.

Daily Visitor Parking Permits are limited to 120 permits per cycle.

NOTE: An active Annual Visitor Permit must be purchased to obtain Daily Visitor Permits.

I require in home medical care. Can I obtain a permit?

Yes. Please contact the Transportation Division at (818) 238-5290 for assistance.

Do I need a permit for my motorcycle?

Any non-commercial vehicle parked beyond the posted parking time restriction must have an active permit to avoid citation, including motorcycles. The motorcycle's license plate number must be visible at all times.

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Why do I need to add the vehicle info?

Detailed vehicle information, including the license plate number and issuing state, is required by the Burbank Police Department's Traffic Bureau and Parking Enforcement to ensure proper vehicle identification. Residential parking permits are linked to a specific license plate, so it is important to enter this information accurately.

Where can I park with my residential permit?

Permits exempt a resident or visitor vehicle from preferential parking restrictions on residential streets in their respective Zone (A – H). Permits are valid only along residential streets, not commercial streets.

Why are permits valid by zone letters?

Zones allow residents to park on nearby streets that require the same type of permit if their street is fully occupied. This helps permit-eligible residents utilize the parking supply in their neighborhood.

Why have permits changed from physical permits to virtual?

Virtual permits offer several benefits:

1) Improved parking enforcement via license plate recognition (LPR) technology,

2) Permit assigned to a specific resident vehicle as required by Code,

3) Minimize residential parking permit abuse,

4) Eliminates the need to display physical permits and/or the need to move permits from vehicle-to-vehicle

Why can't my residential permit be used anywhere in Burbank?

Permit parking is meant to address local neighborhood issues caused by non-resident vehicles. It is not intended to reserve parking exclusively for a resident throughout the City of Burbank. Permit restricted streets are established by the residents through a resident sponsored petition.

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Why do I have to show proof of vehicle registration?

The City requires proof of vehicle registration to ensure that residential parking permits are only used by residents to park eligible vehicles in the parking permit zone. Proof of vehicle registration helps to ensure that the City sells permits only to those residents who are eligible to receive them.

What do I do if my vehicle is registered to a P.O. Box?

You will need to fill out an affidavit stating your reasons for doing so and upload it with your application. This form is located on the City parking website at http://Parking.BurbankCA.gov.

What do I do if my vehicle is a company vehicle and is not registered in my name or address?

Residents with company vehicles registered to the business address or in the business' name must upload a letter from the company stating that the resident is authorized to drive the vehicle for personal use and attest that the vehicle does not display any business name or logos.

- The letter must list the employee's name, Burbank address, and the make, model, and license plate of the company vehicle.
- Employee's must provide proof of employment.
- Business owners must provide proof of ownership.

What do I do if my vehicle is registered as a Commercial vehicle?

If your vehicle is registered as a commercial vehicle, by accepting the Terms and Conditions, you are attesting that your vehicle is being used for personal use only and does not display any business name or logo anywhere on the vehicle.

NOTE: Per BMC 6-1-1008.1, commercial vehicles are prohibited from parking in residential zones unless they are loading/unloading passengers, merchandise or other material(s), or are actively completing any service or construction work. The commercial vehicles must be self-identified with the company name and logo to avoid citation.

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My vehicle registration doesn't have my address/ I just moved/ I purchased a new or used car. How can I obtain permits?

The City requires the vehicle's registered address match the qualifying address for the permit parking zone. For residents who move to a new residence within a permit parking zone, the City will issue a free 30-day Temporary Parking Permit to give residents time to obtain a new vehicle registration for their qualifying address from the California Department of Motor Vehicles (DMV). This can be done online at www.dmv.ca.gov. We will accept the current vehicle registration **and** the DMV online change of address confirmation as evidence of the new vehicle registration.

There may be unusual incidences where this isn't an option. In these cases, the City will work with individuals on a case-by-case basis to obtain alternate proof of vehicle ownership.

California law requires vehicle owners to notify the DMV of a change or correction to their address within **10 days. (California Vehicle Code §§ 4159, 4160, 4453, and 14600; DMV Procedure 22.025.)**

Who is eligible to obtain Temporary Parking Permits?

Temporary Parking Permits may be issued to residents living on preferential parking restricted streets who meet one or more of the following circumstances:

1. New residents who do not yet have a bill or statement in their name showing their eligible Burbank address.
2. New residents whose vehicle registration does not yet reflect their eligible Burbank address.
3. Residents with a new vehicle displaying temporary (paper) plates while awaiting permanent registration from the DMV.
4. Residents using a temporary rental vehicle.

Temporary Parking Permits are valid for up to 30 days and cannot be renewed.

Proof of residency is required. New residents who do not yet have a bill or statement in their name may submit a copy of their signed rental or lease agreement as proof of residency when applying for a Temporary Parking Permit. Rental or lease agreements are not accepted as proof of residency for regular residential parking permits.

The City may consider other unusual circumstances on a case-by-case basis.

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I have a contractor coming to my property. Can I obtain Temporary Parking Permits for the contractor's vehicles?

The City does not issue Temporary Parking Permits to contractors.

Per BMC 6-1-1008.1, commercial vehicles are prohibited from parking in residential zones unless they are loading/unloading passengers, merchandise or other material(s), or are actively completing any service or construction work. The commercial vehicles must be self-identified with the company name and logo to avoid citation.

For those businesses using personal vehicles for any service or construction work, residents may obtain Daily Visitor Permits for their contractors.

NOTE: An active Annual Visitor Permit must be purchased to obtain Daily Visitor Permits.

What do I do if I have a rental vehicle?

For permittees who are using a rental vehicle, the City may issue a free 30-day Temporary Parking Permit. For more information, please contact the Transportation Division at (818) 238-5290 or email Parking@burbankca.gov.

I sold/ traded/ donated/ totaled my permitted vehicle. Do I need to purchase another permit, or can the vehicle associated to my existing Annual Residential Parking Permit be changed?

If you sell/trade/donate/total your permitted vehicle and acquire a new one, our staff can update your existing Annual Residential Parking Permit, free of charge, provided you submit a copy of the following documents:

- Vehicle registration for your new vehicle
- Paperwork showing proof the previous permitted vehicle is no longer associated with your address (bill of sale, DMV release of liability, end of lease, donation letter, transfer, accident report, auto body repair receipt, etc.,). Paperwork must display the previous vehicle's license plate or VIN.

In the event that you are not able to provide any documentation showing proof the vehicle is no longer a part of your fleet, you will need to purchase a new Annual Residential Parking Permit, and the permit will count towards the 5-permit per residential dwelling, per permit cycle maximum.

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Can I transfer my permit to another Residential Parking Permit zone?

Permits are not transferable. If you are moving from one RPP zone to another, you will need to purchase a new permit.

If I have a Disabled Person (DP) license plate or parking placard, do I need to purchase a permit?

Disabled persons displaying special license plates or valid placards are exempt from any preferential parking permit program or posted time limits as set forth in CVC § 22511.5. However, even with a disabled license plate or placard, no vehicle may park longer than 72 consecutive hours, as prohibited in BMC 6-1-1010.

My neighbor constantly parks his car in front of my house. Is this a violation?

No. City streets are public streets and persons are allowed to park in an area designated for parking according to the limits posted on street signs. However, vehicles must be moved every 72 hours. If you would like to report a vehicle that has not moved in 72 hours, please report the vehicle(s) via the Burbank 311 App or the online portal at https://311.burbankca.gov.

How do I contact Parking Enforcement?

For inquiries regarding parking enforcement or citations, please contact one of the following:

- Request Enforcement
  - BPD non-emergency line (818) 238-3000
  - 311 App or https://311.burbankca.gov
  - Email enforcement at: BurbankPE@lazparking.com
- Contest or Pay a Citation
  - https://www.tocite.net/burbankca/portal

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Can I request a refund?

All sales are final. No refunds.

Online applications can only be canceled prior to permit approval. We will NOT charge your card until after your permit application is approved. Once approved, all sales are final.

How do I establish permit parking on residential streets?

Any resident may contact the City's Transportation Division via email at Parking@burbankca.gov to obtain a **petition** to establish permit parking. The resident then acts as the petition sponsor to gather signatures from neighbors who therein mutually agree to limit the time frame of the available parking on their street and to display a parking permit to exceed that time limit.

How do I remove permit parking on my street?

Any resident may contact the City's Transportation Department via email at Parking@burbankca.gov to obtain a **petition** to remove permit parking. The resident then acts as the petition sponsor to gather signatures from neighbors to demonstrate support of the removal.

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