

Contractor/Vendor Parking Permit Request

Permit requests can be submitted to your main point-of-contact on campus or directly to Transportation Services.

Michigan Tech Point-of-Contact Person

Name: _____ Phone Number: _____

Contractor/Vendor Information

Company Name: _____

Driver Name (First/Last): _____

Driver Contact #: _____

Company Vehicle Personal Vehicle

Vehicle Make/Model: _____ Vehicle Color: _____

License Plate #: _____ License Plate State: _____

Permit Start Date: _____ Permit End Date: _____

Work Locations (include buildings/ parking lots): _____

Campus Parking Procedures

Parking permits must be obtained PRIOR to parking on campus in order to avoid parking citation. It is recommended that all vehicles contain a company logo, but this does not override the need for a parking permit. **NOTE: Failure to park in the designated areas provided on each vehicle parking permit may result in a ticket being issued. Individuals are responsible for all tickets issued to the vehicles registered in their name.**

Building-Specific Jobs and Short-Term Projects (2 weeks or less)

- Permit information should list the specific building and/or location contractor/vendor has been hired to work within.
- Vehicles should be parked in loading docks or other designated service vehicle parking locations whenever possible.
 - Use a side entrance location if these options are not available.
 - Vehicles should remain on a paved location, drives or sidewalks, whenever possible. **DO NOT block easements.**
- Please limit contractors to utilizing one building entrance during the course of the work.

Large / Long-Term Projects (More than 2 weeks)

- Your main point of contact on campus related to your accepted project/bid will provide you with the allotted space on campus that you are permitted to utilize for parking.
- Please ensure that you have worked with your point of contact to also list equipment (trailers, etc.) that will be needed on campus to complete jobs, if applicable. Based on the project location, other accommodations may need to be considered for space for large equipment.

For any additional questions, please contact the Director of Transportation Services at parking@mtu.edu.

Internal Use Only

Registration on File Permit Type/#: _____