

Department Limited Permit Policy

Definition & Purpose

Department limited permits are available for departments and eligible University affiliates needing access to a specific parking lot on campus for university business. This can be to park a departmental vehicle on campus or provide parking for visitors conducting university business.

Eligible University affiliates include: State Historical Society, UW Health/Hospital/Medical Foundation, UW Foundation, Alumni Association, System Administration, University Research Park, and WARF.

Policy

- A department permit is valid only in the lot noted on the permit.
- Department permits are valid in permit stalls only. Permits are not valid in reserved stalls, service stalls, or timed parking stalls.
- Departments are responsible for informing all users of parking policies.
- All department permits will be issued on a space available basis as determined by UW Transportation Services.
- The permit must be hung from the vehicle's rearview mirror or displayed in a plastic pouch on the inside lower left-hand corner of the windshield. Remove all items from the mirror or window that block view of the permit. The full permit must be visible when the vehicle is parked on campus.

Restrictions

- Department permits cannot be purchased and used for:
 - (1) Faculty, staff and students in lieu of purchasing an annual base lot permit for their personal vehicle.
 - (2) Faculty and staff to park closer to their office than their base lot assignment.
 - (3) Department permits cannot be used for any purpose other than work-related business.
- Permits are not valid in restricted areas such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls without a state DOT permit, disabled stall access aisles, loading zones, construction areas, sidewalks, driveways, grass areas or lots staffed during special events. Unless otherwise noted, those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.
- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the lot entrance on a first come basis. Lots restricted for an event will be posted at the lot entrance and/or at transportation.wisc.edu.
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures, whenever possible. Permit holders may be relocated at any time.
- Departments needing parking for buses or vehicles that require more than one permit stall should contact Transportation Services for assistance.
- Report lost/stolen permits or passes to Transportation Services immediately. Customers may be assessed a fee for replacing lost or stolen permits.
- Vehicles using altered or counterfeit permits are subject to ticket and tow.

- Failure to follow UW policies may result in the cancellation and revocation of permits.

Related References

- Alternative Transportation Options Policy
- Department Reserved Parking Stall Policy
- Lost/Stolen Replacement Permit Policy
- Payment/Refund/Cancellation Policy
- Permit rates available on Transportation Services website

Policy Revisions:

Policy Number	TS-05
Date Approved	3/2000
Revision Dates	<p>3/2001 – Dept. Universal & Limited</p> <p>3/2002 – New Permit System Changes</p> <p>3/2003 – ID, Affiliates, Permit Display Update</p> <p>3/2004 – Display Options</p> <p>3/2005 – Add lots 25, 50, 79 7& 93 to Universal restrictions.</p> <p>3/2006 - Department Limited valid in UW DIS stalls when displayed w/State DOT. Remove Lot 20 & add lot 18 to Universal restrictions</p> <p>3/2007 – Pro-rated Universal permits</p> <p>3/2008 – Add lot 35 to Universal permit restrictions</p> <p>1/2009 – Add lots 13, 22, 69 to Universal permit restrictions. Remove lot 85 from Universal restrictions.</p> <p>3/2010 – Removed lot 55 to Universal permit restrictions. Remove lot 57 from Universal restrictions.</p> <p>3/2011 – Department Universal permits replaced by Service permits which are valid in Service stalls only.</p> <p>3/2012 – Non-dated permits replaced by validation passes in visitor garages/ramps.</p> <p>3/2013 – Added to restrictions right to cancel department permits for failure to follow UW Policies</p> <p>3/2018 – Moved service permit, value permit, and validations information into different policies</p>