

Service Permit Policy

Definition & Purpose

A service permit is an option for departments and eligible University affiliates needing access to parking across campus to conduct university business. Service permit intended use is for attending meetings/trainings or delivering items across campus.

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

Policy

- Service permits are valid only in Service/Vendor stalls. If the service stalls in a lot are full, the vehicle with the service permit must park in the next available service stall. This may mean relocating to another lot. Reference the service stall map to find the nearest location.
- Service permits are on a moveable hangtag so they may be shared by multiple vehicles/drivers determined by the department. (One vehicle at a time.)
- The department or affiliate must designate a responsible party and point of contact for the service permit.
- Departments are responsible for informing all users of parking policies.
- 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

- Service 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. Any purpose other than work-related business.
 4. Permanent parking of department vehicles on campus.
- Service 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.
- Vehicles may not be stored (parked without moving) for more than 72 hours without permission from Transportation Services. Stored vehicles are subject to citation or tow at the owner's expense.
- Departments needing parking for buses or vehicles that require more than one 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

- Department Permit Policy
- Department Reserved Parking Stall Policy
- Lost/Stolen Replacement Policy
- Payment/Refund/Cancellation Policy

Policy Information:

Policy Number	TS – 65
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>3/2007 – 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 that are valid in Service stalls only.</p> <p>3/2018 – Moved service permit, value permit, and validations information from “Department Permit Policy”; service permit info now “Service Permit Policy”; Service permits only valid in service/vendor stalls</p>