

# Vendor Permit Policy

## Definition & Purpose

Transportation Services offers a vendor permit for commercial businesses or private organizations providing service or conducting official University business to purchase annual parking on campus.

Vendor permits are for vendors who conduct business on campus throughout the year. Vendors who need to park on campus only occasionally should park in the visitor garages/ramps.

## Policy

- A Vendor permit allows the vendor to use a variety of campus parking lots based on the availability of space.
- The affiliate must designate a responsible party and point of contact for the vendor permit.
- Affiliates are responsible for informing all users of parking policies.
- Vendor permits are valid in service stalls only. If your intended service stall is full, you must park in the nearest available service stall. This may mean relocating to another lot. Reference the service stall map to find the nearest location.
- Vendor permits are provided on a moveable hangtag that may be shared by multiple vehicles/drivers of the vendor's company (one vehicle at a time).
- 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

- Permits are not valid in restricted areas, such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls, disabled stall access aisles, loading zones, construction areas, sidewalks, driveways and grass areas. 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](http://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.
- 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.
- 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 Transportation Services policies may result in revoked parking privileges.

## Related References

- Citation Appeal Policy
- Citation Policy

- Payment/Refund/Cancellation Policy
- Permit Rate Policy available on Transportation Services webpage
- Temporary Permit Policy

**Policy Information:**

Policy Number	TS-07
Date Approved	3/2000
Revision Dates	<p><b>2/5/2001</b> – Const Co. restriction lifted</p> <p><b>3/2002</b> – Vendor limited eliminated</p> <p><b>3/2003</b> – New permit design</p> <p><b>3/2004</b> – Change restrictions for lots 83 &amp; 95.</p> <p><b>3/2005</b> – Change restrictions for lots 50 &amp; 93.</p> <p><b>3/2007</b> – Add 18, 25, 27 &amp; 38 to list of restricted lots.</p> <p><b>3/2008</b> – Add lot 64/remove lot 84 from list of restricted lots/restrict vendor permits from storing vehicles on campus</p> <p><b>3/2010</b> – Add lot 55 to list of restricted lots. Remove lot 57 from list of restricted lots.</p> <p><b>3/2011</b> – Permit valid in Department Service stalls only.</p> <p><b>3/2018</b> – updated restrictions; required responsible party and point of contact; affiliates must inform their users of parking policies</p>