

SERVICE PERMIT APPLICATION PROCESS



You must hold a valid zone permit or be able to provide proof of zone residency for this permit

- Create an application at www.thepermitportal.com
 - Your agency is City of Eugene
- Validate email address via the email you received after registering. Be sure to check your junk folder for an email from permits@thepermitportal.com
- Login to your account
- Click on gray box “Apply for Permit”
- Select your zone from the drop-down menu.
 - If you do not know your zone, visit www.eugeneparking.com and select the interactive zone map
- Select the green APPLY button for Service Permit
- Enter the desired permit start date, 2nd box down on right
- Select Application Type – Individual or Company, 3rd box down on left
- Enter your address, start typing the house number and street then select from drop down and enter phone number
- Vehicle Options:
 - If license plate is known: Press white plus button, enter vehicle info in popup and check select box.
 - If license plate is not known: do not select a vehicle. You will download a permit and write in the vehicle plate number then display on the vehicle dash as proof of permit.
- Acceptable documents can be found at www.eugeneparking.com on left menu select residential permits and the requirements.
- A contract can be formal or informal but must identify the type of service, duration and frequency.
- Press Submit
- You will receive an email after approval. Please allow up to 24 hours for approval
- If you need to download a permit to write in the license plate follow the steps below. If you entered a license plate it is now registered with our cameras and you have nothing left to do.
- After approval login to your account.
- Select the green box “My Permits”
- Select the blue “View” box on the right for the desired permit
- Press the download button and a PDF of your physical permit will be generated for you to print, write in the license plate and place on the dash of the vehicle.

Contact Parking Services at 541-682-5729 or parking@ci.eugene.or.us if you have questions.

