

GUEST PERMIT APPLICATION PROCESS



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

Guest permits are limited to 30 single day permits per address per month. Additional permits require approval.

For guest permits longer than 1 day, contact Eugene Parking for approval and instructions. Contact information is below.

- 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
- If you currently possess a valid zone permit, select the green APPLY button for Residential Guest Permit
- If you do not possess a current valid zone permit, select the green APPLY button for Non-Active Residential Guest 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.
- If you selected Non-Active Residential Guest Permit, you must upload proof of residency. Acceptable documents can be found at www.eugeneparking.com on left menu select residential permits and the requirements.
- Press Submit
- You will receive an email after approval. Approval is automatic if you have a current zone permit and have not exceeded the allowable number of permits otherwise 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, either automatic or after residency validation depending on the type of guest permit you applied for, 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.

