

PROOF OF RESIDENCY

For Residential Program Areas

The guidelines below assume that the address is within the permit zone and the address has permit availability. Any person requesting a residential permit must first establish their identity. This may be done by presenting current (non-expired) identification that includes a picture.

Resident must meet one (1) of the following:

1. The permit address is listed on either the resident's valid registration/s or identification.
2. The permit address is not listed on either the resident's registration/s or identification.

The applicant must present a **current** month's SCMU bill, Cable bill, SBC bill, or PG&E bill in the resident's name for the permit address (a closing bill will not be accepted). A new renter may also present their rental contract as proof of residency (rental contract must be typed, unaltered, and less than 45 days old). A new owner May present purchase/title papers in place of a rental contract within 45 days of purchase.

If the utility bills are not in the person's name, we will ask for two (2) other sources of **current** proof of residency. Some possible choices are: Credit Card Bill, Bank Statement, Printed Checks, Car Insurance, Other bills, Pay-stubs, Health Insurance notification, and other correspondence of an official nature. If the proof of residency is satisfactory, we will sell the permits.

Policy exceptions to 10.41.080 that the permitted vehicle is owned by the resident:

- The vehicle is owned by a family member or other person. The resident may provide proof that they are the insured driver of the vehicle, or the vehicle owner may complete the City's Statement of Facts for Vehicle Use form, indicating the individual requesting permits is in control of the vehicle.
- It is a company owned vehicle. A business card or pay-stub showing the resident as an employee of the company or the vehicle owner may complete the City's Statement of Facts for Vehicle Use form, indicating the individual requesting permits is in control of the vehicle.

These general guidelines do not supersede the good judgment of experienced staff that has reason to request additional documentation or conversely has reason to issue the permit with less documentation.