THE PARKING WAIT LIST AND HOW IT WORKS

The wait list coincides with the permit year. Employees wishing to change their parking location to another area can do so by filling out the Wait List form and submitting it to UNC Hospitals Parking office. Only forms that are complete will be added to the wait list. You may be on only one wait list at a time, please apply for only one zone.

The wait list moves once permits are available in the Hospitals allocation. Permits are returned to the allocation when employees who change shifts, choose park and ride or terminate turn permits in. When permits are available for the area of your choice then the wait list will be moved by the employees total state service date as it would be listed in payroll. If only one permit is available then the person on the wait list with the most state service will be notified.

The position you hold on the wait list is subject to change. For example, if you hold the number one position on the wait list and someone transfers from another state agency with more state service and goes on the same wait list your position would then be second. When your name comes up on the wait list your parking coordinator will be notified by e-mail. You would need to bring a copy of the e-mail; your current permit or HCAP permits that you hold and your parking gate card.

(If applicable) to exchange permits.