Two Hour Service Permit Information

General Information

Two Hour Service Permits are designated for use by departments with employees executing repairs, attending meetings, or carrying equipment/loading or unloading, which require two hours or less to complete and take employee(s) away from their primary work location. These permits are not intended for use at or near primary work locations except for loading/unloading purposes. These permits are to be used only when the U-Route or U-route services cannot meet the needs.

- Each department will be eligible for the same number of two-hour service permits held in the previous year
- The price for each permit is $530.00
- Additional service permits will be issued only if a department can demonstrate that the U-route (now running in normal and reverse directions) or P2P services do not provide reasonable access to destinations that the department must travel to for business purposes.

Use Limitations

A vehicle displaying a Two Hour Service Permit must also display a valid UNC parking permit. Only departments that are located off campus and do not require UNC permits are exempt from this requirement. If the department does not utilize University zone permits, this information must be supplied to the Department of Public Safety in order to denote the exception on the permit. Those University departments requesting use of the service permit without an accompanying University permit may purchase a No UNC Permit Required sticker for an additional $25.00.

Parking Restrictions

Vehicles displaying Two Hour Service Permits may park in:

1) Any marked service space (for the allotted time period listed on the sign)
2) Any unreserved parking space if all of the service spaces are filled

Procedures for Issuance

1) Each department is allotted the same number of two hour service permits issued in the previous year. Additional requests must be submitted to the Department of Public Safety and must be approved by the Parking Services Manager or designee**. Do not send payment for additional service permits until you have been notified of approval of your department's request.**
2) Each request beyond the allotted permits must be accompanied by written justification of need (free campus transit services cannot meet this need.)
3) Permits will be valid from August 15, 2006 through August 14, 2007.
4) If a permit is lost or stolen, an affidavit must be filed with the Department of Public Safety. A charge of $25.00 may be required for each permit re-issued.
5) Permits may not be valid during "special events operations."
6) All Two Hour service permits will be valid for both gated and non-gated lots.

University of North Carolina at Chapel Hill
Department of Public Safety

Public Safety Building, CB 1600, Chapel Hill, NC 27599-1600
(919) 962-3951 (voice) (919) 962-2572 (fax)

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(919) 962-3951

Department # _____

2006/2007 TWO HOUR SERVICE PERMIT APPLICATION

Name of Department _____
Department CB # _____ Telephone Number _____
Department Parking Coordinator _____
Department Head/Chairman _____

How many Two Hour Service Permits are requested? _____
How many Two Hour Service Permits does your department currently hold? _____

Please provide a detailed reason for the use of the additional permit(s), stating reasons why the U-Bus and Reverse U- Bus are not sufficient to meet the needs of the department (you may attach a letter if necessary).

_____
_____
_____
_____
_____

I have read the guidelines and restrictions and understand that there will be a charge of $530.00 (*2006-2007 price subject to change*) for each two hour service permit issued and that my department is guaranteed only the number of two hour service permits approved in 2005/2006. I also understand that any additional permit requests must be submitted in writing to the Department of Public Safety and must be approved by the Department of Public Safety *before* payment is sent. If the permit(s) is misused, it may result in fines, penalty or revocation of the permit. Use of the two hour service permit(s) is restricted to University employees executing repairs, attending meetings, or performing management functions which require two hours or less to complete and take employees away from their primary functions. These permits are *not* intended for use at or near primary work locations except for loading/unloading purposes. These permits are *not* to be used as a supplement for prime parking. I agree to contact the Transportation and Parking Office if the permit(s) is lost, stolen, or destroyed and understand that a $25.00 replacement fee may be charged.

Signature: _____
Department Parking Coordinator

FOR OFFICE USE ONLY

Amount Paid _____ Method of Payment _____

Date Issued _____ Date Paid _____

Permit #s _____ _____ _____ _____

Gate Cards _____ _____ _____ _____

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