

## HOW TO APPLY ONLINE FOR RESIDENTIAL PARKING PERMITS

1. Visit [lancasterparkingauthority.com](http://lancasterparkingauthority.com)
2. Click the “Pay Online” link at the top of the screen OR the “Payments” button in the middle of the site



3. Click the “Residential Parking Permit” button shown below:



4. Before applying for your permit, you will need to know the proper district to apply for. Please use the “List of District” numbers decide which district your address should be assigned to. *(Please note: If there is an “N” in the Nighttime column, you will need a Daytime and Nighttime permit.)*



### RPP by STREET

District	Nighttime/ Metered	Block	DIR	Street Name
2B	N	100	N	Ann St
4A		200	N	Arch St
5A		800		Buchanan Ave
5B		000		Caroline St
4A		000	N	Charlotte St
2A	M	100	E	Chestnut St

5. Click “Apply & Pay for Residential Parking Permit Here”



6. Click “View Permits” and “Register” for the permit type by the correct district number.
7. Click “Register as a Guest”
8. Enter all **personal information** requested
9. Enter all **vehicle information** – Permits will be denied if this is not completed correctly
10. Attach the **requested documents**.
  - a. If the current address (permit address) is not on the driver’s license, please also attach a Driver’s License Update card issued by the Commonwealth of Pennsylvania. This may be obtained by visiting a local Penn Dot agency or online by clicking [here](#).

- b. Take a photo or scan of all the required documents as one document and attach the same document three times. Documents may be individually scanned and attached.
- c. If the site states the file size is too large, try inserting the photos or scans into a word document and saving the document as a PDF file.
- d. Permits will be denied if the requested files are not legible.

**Vehicles** + Add Vehicle To Permit

**Attachments**  
Allowed File Type(s): PDF, JPEG, JPG, BMP, PNG, TIF, TIFF, XLS, XLSX, DOC, DOCX

Driver's License  
Choose file Browse

Valid Insurance Card  
Choose file Browse

Vehicle Registration  
Choose file Browse

Other Proof of Residency (optional)  
Choose file Browse

Additional Documentation (optional)  
Choose file Browse

11. Choose **“Pay Online”** and enter your payment information.

How do you want to pay

Online  In Person

\$10.00	Permit Cost
+ \$2.50	Service Charge
<b>\$12.50</b>	<b>Total Due Today</b>

I have read, accepted, and am responsible for the **Terms and Conditions**

**Purchase Permit**

12. Click **“I have read, accepted and am responsible for the Terms and Conditions”** and Click **“Purchase Permit”**

13. You will receive an email from [customer\\_service@upsafety.net](mailto:customer_service@upsafety.net), confirming the application.

- a. The amount debited from your bank account show as pending.
  - i. Once the permit is approved, you will receive another email with a printable version of your permit.
  - ii. If denied, you’ll receive an email stating the reason for denial and the pending payment will be removed within a few business days