

## HOW TO APPLY ONLINE FOR RESIDENTIAL PARKING PERMITS

1. Visit [lancasterparkingauthority.com](http://lancasterparkingauthority.com)
2. Click the “Residential Parking Permit” link at the top of the screen

Apply for Parking | Report a Problem | Pay Online | On Street Mobile Payment | **Residential Parking Permit** | News Alerts | Careers

3. Before applying for your permit, you will need to know the proper district to apply for.
  - a. Review the “List of District” numbers decide which district your address should be assigned to. If there is an “N” in the Nighttime column, you will need a Daytime and Nighttime permit.

### RPP by STREET

List of District Numbers

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

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

Apply & Pay for Residential  
Parking Permit Here

5. Click “View Permits” and “Register” for the permit type by the correct district number.
6. Click “Register as a Guest”
7. Enter all **personal information** requested
8. Enter all **vehicle information** – Permits will be denied if this is not completed correctly
9. 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.
10. Choose “Pay Online” and enter your payment information.

\$10.00 Permit Cost  
+ \$2.50 Service Charge  
**\$12.50 Total Due Today**

How do you want to pay

Online  In Person

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

**Purchase Permit**

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