

How to Request Department Visitor Parking Permits at the Blacksburg Campus

Departments located at the Blacksburg campus may request up to 25 Department Visitor Parking Permits at a time. These will expire on 8/31 of each year. To obtain visitor permits for your department, follow these steps:

1. Submit a HokieMart Transaction

- Process a HokieMart transaction for the amount due.
- Each Department Visitor Permit costs \$8 and allows parking for one day.
- Payment must be received before the permit(s) can be processed and released.

2. Departmental Certification Form

- For Internal payments, please complete the [Departmental Parking Payment Certification form](#), & attach it to the HokieMart Requisition's external notes. This form replaces the Controller's Office approval that was previously required for departmental purchases of visitor permits, validations, event spaces & leasing, along with other services acquired through Transportation Services. Please be sure to indicate the type of parking permit(s) you are requesting, Departmental Visitor Permit and/or North End Garage Validations (Blacksburg Campus ONLY). [Procedure 90200: Departmental Parking Payment](#) details the requirements related to using university funds for these activities, & outlines step-by-step instructions to obtain transportation services.

3. Allow Processing Time

- Allow 7-10 business days for processing after submitting all required documentation.

4. Confirmation and Pickup

- Due to the large volume of requests, once payment is received we do ask for a minimum of 7-10 business days to process the permits.
- Once permits are processed, you will receive a confirmation email from Parking Services.
- Permits must be picked up at the Parking Services Office, located at 505 Beamer Way.
- Bring a valid photo ID for pickup.

Department Visitor Parking Information

To ensure proper use of department visitor permits, follow these guidelines:

• Eligibility Restrictions

Department visitor permits cannot be issued to students, faculty, staff, or businesses, vendors, or contractors performing work or providing services in the building.

• Valid Parking Locations

- Visitors may park in any Faculty/Staff (not 24 hours) or student parking areas that are not restricted by signs. Some restricted areas include: Anything signed ADA,

Service Vehicle, Loading Zones, Faculty Principle, Pamplin Lot, grass, sidewalks, admission areas, and any lot or space signed 24 hours.

- This permit does not allow free parking in metered spaces or in the North End Parking Garage.
- **Display Requirements**
Permits must be legally displayed and visible at all times.
- **Single-Day Validity**
Each permit is valid for a single day only. The issue and expiration dates must be the same.
- **Log Maintenance-will be attached to the confirmation email.**
Per Audit requirements, Departments must maintain a log of issued permits, including:
 - Department visitor permit number
 - Customer name
 - License plate number
 - Contact information

Once all permits have been issued, send the completed log to Parking Services. Scanned logs can be emailed to **parking@vt.edu**.

By adhering to these procedures and guidelines, departments can efficiently manage visitor parking while maintaining compliance with university and state policies.

Current as of 1/15/2025