**Special Parking Procedures**

**for Construction Parking**

1. **Requestor:**

**Contractor** or **Consultant** under **Purchase Order** or **Contract** for design and construction services may request on-campus parking permits for: staff/employee parking within construction site and designated remote parking areas; and temporary vehicular/equipment access to normally parking/access restricted areas.

1. **Basic Steps in Parking Permit Request:**

USF Parking & Transportation Services (PTS) is the USF parking permit issuing authority.

1. Requestor initiates the process by submitting a Parking Permit Request Form to the USF-PM.
2. The USF-PM endorses the request and forwards to PTS.
3. PTS will notify the Requestor when permits are ready for pickup.
4. Upon permit pickup, Requestor shall make payments to PTS, if required.
5. Permits shall be displayed on vehicles per PTS guidelines.
6. The permits are valid for permitted period. A new or revised permit must be requested if time extension is needed.
7. **Required Attachment to Parking Permit request From:**
8. **Copy of Purchase Order, for Contractor or Consultant hired under a Purchase Order**

Copy of **Purchase Order** between USF and Contractor/AE must be attached to the parking permit request in order to validate legitimate permit request.

1. **USF PM approval signature, for Contractor or Consultant hired under professional services Contract**

**USF-PM approval signature** is required on the Construction Parking Permit Request form when Contractor is under professional services contract with USF, in order to validate legitimate permit request.

1. **Optional Attachement:**

Movement of Traffic (MOT) map showing provisions for Alterante Traffic and Pedestrian Pathways (if required).

1. **Guidelines Overview:**
2. **Contractor staff long/short-term parking** is permitted within a designated fenced-in construction site or staging area.
3. **Long/short-term parking** outside the construction fence is permitted only with a parking permit issued by Parking & Transportation Services (PTS); and only in designated parking lots.
4. **Authorized temporary parking** in a no-parking zone is permitted only when reviewed and approved by FM-DC and PTS; and only for construction materials delivery and construction site access purposes:
	1. Contractor's special construction material delivery, such as large precast concrete units, etc.
	2. Contractor’s temporary placement of construction vehicles and equipment, such as cranes, etc.
	3. Minor projects construction materials delivery: tools, equipment, furniture or other deliverables too heavy or large to transport by hand-truck, mounted on a vehicle (such as air compressor, table saw, etc.), or for pickup of construction demolition material.
5. Vehicular traffic over grassed areas, landscaped and hardscaped areas is discouraged.
6. Vehicular traffic over pedestrian sidewalks is prohibited unless alternate ADA compliant pedestrian pathway is provided (and MOT map showing provisions for Alterante Pedestrian Pathways must be attched to the Parking Permit Request).
7. Any permitted parking or access activity that may interferes with existing vehicular traffic patterns require approved MOT plan in place prior to permitted use.
8. Contractor is responsible for the **restoration** of temporary permit area & access path (e.g. roadway, curb, sidewalk, lawn, landscape and hardscape area) damaged from construction vehicular traffic occurring during permitted use.
9. **Vendor Parking Permit:**

**Vendors** may obtain a long/short term commercial parking permit directly through PTS.

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