



## PARKING PERMIT APPLICATION INSTRUCTIONS

Please complete this form LEGIBLY and in its entirety. In the Permit Type column of the application, “Res” means residential, “Temp” means temporary, and “HBB” means home-based business.

Except for home-based business permits, permits shall be issued only to a resident of the residential parking permit zone who is the primary owner/operator of the vehicle(s) listed on the application. Except for home-based business or temporary permits, a copy of the vehicle(s) valid registration must be included with the application. Payment by check or money order, payable to Town of Herndon, must also be included with this application. The fee for each permit is \$5.00.

Residential permits must be affixed on the inside upper left corner (driver’s side) of the **back windshield**. Visitor, temporary, and home-based business hanging tags must be hung from the rear-view mirror with the writing on the permit facing the windshield so it can be read from the outside of the vehicle. Failure to display permits properly could result in a fine.

Please return your completed application and payment (check or money order; please do not send cash) to 777 Lynn St, Herndon, VA 20170-4602, or you may stop by the Herndon Municipal Center, located at 777 Lynn Street to purchase permits in person. Our hours are 8:00am to 5:00pm Monday through Friday (except holidays). If paying in person, credit cards and cash will be accepted.

For additional information or assistance, please call (703)435-6813 or email us at [revenue@herndon-va.gov](mailto:revenue@herndon-va.gov).

### Frequently Asked Questions (FAQs)

- **What if I park in my driveway or garage? Do I need a parking permit?**
  - No. Only vehicles that will be parked curbside on the street from 8:00am – 3:30pm, Monday through Friday, need to display a permit.
- **My spouse and I live in the residential parking permit zone and are both principal owners and operator of more than one vehicle. Do we each have to apply?**
  - No, submit only one application and list all the vehicles you co-own and principally operate. Only one of you needs to sign the application.
- **What is the charge for a parking permit?**
  - Each permit costs \$5.00. If you apply for two residential parking permits and two visitors permits, the total charge will be \$20.00. The charge is to offset the cost of the permits and administration of the program.
  - Exempt from the \$5.00 charge are replacement residential permits (if you get a new car or have to get your back windshield replaced and the permit couldn’t be salvaged, etc.) and “permanent” residential permits issued after a temporary permit is issued for a car with temporary tags, once regular license plates are obtained.
- **How many permits can I get and when do they expire?**
  - Up to two (2) visitors permits **per household** (expiration: June 30 each year)
  - Up to six (6) home-based business permits (expiration: June 30 each year)
  - One (1) temporary permit per contractor/service provider as needed (expiration: the sooner of the number of days to complete the service or 30 days)
  - Unlimited number of residential parking permits for vehicles that are owned and principally operated by the residents of the residential parking permit zone. These permits expire on June 30 each year.
- **Where do I put my permit?**
  - Residential parking permits must be affixed on the inside upper left corner (driver’s side) of the back windshield.
  - All other permits are hanging tags, and must be hung from the rear-view mirror with the writing facing the windshield so it can be read from outside the vehicle.
- **Do permits automatically renew?**
  - No. You must apply for new permits each cycle. Please apply four weeks before annual permits expire to ensure you have your new permits in time.
- **Why do I have to include a copy of my vehicles’ registration with my application?**
  - Vehicle registration acts as proof of residence and shows that the vehicle is in “good standing” with the Department of Motor Vehicles (DMV).

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- **May I move my permit to my new car?**
  - No; permits are assigned to a particular vehicle with a unique VIN and license plate combination. You will need to apply for a replacement permit for your new vehicle.
- **What if I just moved into the residential parking permit zone and don't have updated registration for my vehicle yet?**
  - Bring a copy of your closing documents or lease, vehicle information, application and payment to the Herndon Municipal Center, and we will issue a temporary permit. Once your vehicle's registration has been updated, provide a copy of it to us, surrender the temporary permit, and we will issue a regular permit (there will be no additional charge for the regular permit).
- **I am going to move out of the residential parking permit zone. What do I need to do? Is my permit fee partially refundable?**
  - Please inform the town of your moving date, and either destroy (sticker) or return (hanging tags) your permits to the town. They may not be transferred to any other persons or vehicles.
  - Unfortunately, fees are not partially refundable.
- **My new tenant is moving in. May I apply for a permit on his/her behalf?**
  - No. Only the registered owner of the vehicle can apply for a parking permit.
- **If I park in a restricted zone during the hours of the restriction without a permit, what is the fine?**
  - The fine is currently \$100.00.
- **If I want to report someone violating the parking restrictions, who should I call for enforcement?**
  - You should call the Herndon Police Department's non-emergency line at 703-435-6846.
- **May I sell or give away my permits (including HBB, temporary, and/or visitor tags)?**
  - No. Selling or giving away permits or misrepresenting a residence as a home-based business in order to acquire more tags is a Class 3 misdemeanor, punishable by a \$500.00 fine.