

# Special Service Permit Application



Stony Brook University

## Applicant Information:

Name: Last		First		Stony Brook ID:	
E-Mail Address:					
Street:					
City:			State:		Zip:
Department/Company:					
Work Phone:			Cell Phone:		

## Vehicle Information:

1	License Plate:		State:		Year:
	Make:		Model:		Color:
	Plate Type: <input type="checkbox"/> Passenger		<input type="checkbox"/> Commercial		<input type="checkbox"/> Official
2	License Plate:		State:		Year:
	Make:		Model:		Color:
	Plate Type: <input type="checkbox"/> Passenger		<input type="checkbox"/> Commercial		<input type="checkbox"/> Official

## Affiliation:

<p>Campus: (check one)</p> <p><input type="checkbox"/> East Campus</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> West Campus</p> <p><input type="checkbox"/> Campus Residences    <input type="checkbox"/> Southampton</p> <p><input type="checkbox"/> Other: _____</p>	<p>Status: (check one)</p> <p><input type="checkbox"/> Construction                      <input type="checkbox"/> SFE</p> <p><input type="checkbox"/> Operations/Maintenance</p> <p><input type="checkbox"/> Vendor</p> <p>Company _____</p> <p>Address _____</p> <p>Phone _____</p> <p><input type="checkbox"/> Other: _____</p>
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## Duration of Permit requested (check one)

3 months                       6 months                       1 year

## Justification for Permit:

## Terms and Conditions:

- The Special Service Parking Permit is issued by the University as a privilege to assist in conducting day to day business.
- When parking on campus, display the permit in plain site by hanging it from the rear-view mirror support, facing outward.
- Special Service Permits may be transferred to any vehicle owned and/or operated by the permit owner.
- Ownership of the Special Service Permit remains with the University and is not transferable to another individual.
- Sale or unauthorized use of your permit is prohibited.
- Permit must be returned to Parking Services at the conclusion of the applicant's business with the University.
- When an applicant's business with the University ends, according to University records, the permit ceases to be valid. It is the responsibility of the applicant to ensure that their status with the University remains up-to-date.
- Vehicles displaying revoked/invalid permits may be subjected to ticketing, immobilization or impoundment.
- Special Service Parking Permit holders are authorized to park in specifically marked "Special Service" parking spaces and spaces designated as Faculty/Staff, Commuter, and/or Resident is permitted.
- Special Service Parking Permit holders are not authorized to park in any of the following locations on campus:
  - "No Parking" areas
  - "No Parking Loading Zone" areas
  - "Fire Zones"
  - "State Vehicles Parking Only" spaces/areas
  - Handicapped, metered, premium lots, parking garages, reserved spaces or bus stops
  - Obstructing dumpsters, fire hydrants, or fire lanes
  - On any sidewalk, curb, pedestrian walkway or bike path
  - On any lawn, landscaped area or green space
- Parking in loading docks is limited to 60 minutes and is intended for the drop off and pick up of materials only.
- Theft or loss of the permit must be reported to University Police immediately. There is a \$10 replacement fee.
- Altering of the permit in any matter, voids it use.
- Misuse of this permit may result in the revocation of the permit, parking summons and/or towing of vehicle.

I understand that by signing below, I accept the terms and conditions outlined above. I also understand that a Special Service Permit will not be issued if I have outstanding traffic fines.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Applicant Signature: \_\_\_\_\_

I affirm that it is necessary for the individual listed on this application to have a Special Service Permit in order to conduct day to day business.

Supervisor/Liaison Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Supervisor/Liaison Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mail completed application to:

Manager of Busing and Parking Enforcement  
Stony Brook University  
Stony Brook, NY 11794-6245.

You will be contacted with further instructions once the permit application has been reviewed. All approved permits can be picked up at Student Accounts/Parking Services (in the lobby of the Administration Building).

### FOR OFFICE USE ONLY

Approved      Denied      3 months      6 months      1 year

Date Issued:

Permit Number:

Initials: