

Meter Permits

The Division of Parking realizes the need to close meters for construction-related projects or special events at various locations throughout downtown. As a result, the Division of Parking has developed the Parking Meter Permit Program which offers several different types of meter permits, depending on the event and the length of time the permit is needed. This permit is designed to make legal parking more convenient by having the parker pre-pay the meter fee in return for a permit that is to be displayed on the dashboard of the vehicle.

Parking meter permits are issued on a first come, first serve basis and may be renewed weekly with a new application. Financial districts, as approved by Norfolk city ordinance, determine meter rates. Permits are not available on Sundays, federal, state and local holidays, or after 6 p.m. Monday – Saturday. Posted hours of operation are the enforcement hours for parking meters.

Parking meter permit applications must be received by noon at least two business day prior to the required date. Applications and cancellations must be received in writing by noon at least one business day prior to cancellation in order to receive a refund. Cancellations can be faxed to (757) 664-6244. A parking meter permit will be withdrawn when a parking metered space is not occupied for a 2-hour period. No refund or credit will be issued.

Download an Application for Meter Permit and fax the completed, signed and dated application to the Division of Parking at (757) 664-6244. Once the permit is generated, an invoice will be faxed or e-mailed. Payment is required to pick up a parking meter permit. Checks and money orders should be made payable to the Treasurer, City of Norfolk. Cash and credit cards are also acceptable forms of payment. Permits are available from 7:30 a.m. to 5:30 p.m. at the Customer Service Center located at 222 East Main Street, Norfolk, VA 23510. For assistance, please call (757) 664-6222.

Daily or Weekly Meter Permit

- These meters will be covered with red bags
- Permit covers 9 a.m. to 6 p.m., Monday-Saturday
- Permits and bags will be issued only after payment is received
- Permit covers only:
 - Fixed equipment contained on a vehicle (i.e. generator, welder or bucket device). Does not cover small tools and supplies.
 - Delivery of office systems / furniture, if a delivery requires more time than permitted by loading zone time limits.
 - Major renovations / construction requiring a dumpster. If a dumpster is needed, an additional permit must be obtained from Public Works.
- A company vehicle must be parked at the permitted space(s). If no vehicle is parked in a permitted space(s) for more than two hours, the bag(s) will be removed by Parking Enforcement
- Each permit will cover from one day to a maximum one-week period and must be renewed on a weekly basis

- If a permit is needed for more than a week at a time, approval must be given by Parking Director or Parking Administrator, and can be reached at 757-664-6222
- No personal vehicles can be parked in a permitted space(s)

Special Event Meter Permit

- These meters will be covered with red bags
- Permits must be event specific
- Maximum time will be three days in succession
- Time of the permit must relate to the time of a special event
- Permits issued to venues with night events only (i.e. NorVa) will be limited to a time period of 2:00 p.m. to 3 a.m. daily
- Employees of the venue may not park their personal vehicles in a permitted space(s)

Monthly Lease Meter Permit

- Leased on a monthly basis
- Monthly fee: \$60.00
- Can be used only by utility companies (i.e. Verizon, Cox, MCI, Dominion Virginia Power)
- Can only be used when actively doing utility work in the Downtown area

Renewal

Parking meter permits are issued on a first come, first serve basis and may be renewed weekly with a new application.