



CITY OF MARTINSBURG
WEST VIRGINIA

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WEST VIRGINIA 25402
(304) 264-2131
Telecopier (304) 264-2136

PERMIT FORM

Name: _____

Address: _____

Phone: _____

Type of Permit: Train Station / Green Top Meter / Residential
(circle one)

Starting Date: _____

Ending Date: _____

Tag Number/State: _____

You will need to include a check or money order with your completed permit request form. All permits are priced at \$20 per month. Residential permits \$6.00 per month.

Permits are available on a first come first served basis. Spaces are *not* held on a month to month basis. Everyone must complete a new form to purchase a new permit. There are 56 spaces available at train station, and there are many people who request these permits, therefore spaces sell quickly. The lot is never oversold; however it may be in your best interest to purchase several months in advance. In addition, by default if a space requested in the Train Station is not available, a Green Top permit will be issued instead. If you prefer NOT to receive a Green Top permit when a Train Station Lot permit is not available, please make a note on this form when you return it.

In order to park in the Train Station Lot, you must have an orange permit. The orange permit cannot be used on any of the green top meters, in the "Caperton Employee" spaces, or on the meters in the train station lot.

In addition, any permit must be visible at all times. If there is no permit in a window, or if the dates of a permit are not clearly visible, a ticket will be given.

All residential permits require proof of address.

Forms of ID to include: Driver's license, current lease agreements or current bill with name/address on bill.