

SUMMIT RESIDENTS

IT'S TIME TO RENEW YOUR PARKING & DISPOSAL PERMIT

All Current Permits are valid only until October 31, 2019

PERMITS COST \$10 FOR EACH VEHICLE & SENIORS OVER 62 PERMITS COSTS \$5 PER VEHICLE

SUMMIT RESIDENTS – WHO DO NOT WORK DOWNTOWN

1. Log into your City of Summit Online Permitting System account at:
<https://summit.gtechna.net/permit/>
2. Once you are logged in click "**Profile**" on the top right – "**Account Settings**".
3. Scroll down to the bottom of the page to view your previously uploaded documents. If your previously uploaded vehicle registration and insurance card are still valid in your account you can skip to Step 4. If they are expired you will need to scan and upload or take pictures of valid copies. If applying for senior permit a copy of the driver's license in the same name as registration is required.
4. For payment, check to make sure the credit card in your online account is still valid and the one you want to have charged. To check credit card go to the top right and click "**Profile**" - "**Credit Cards**". If your credit card is ok skip to Step 6.
5. To add a credit card, click the red **X** to delete the card currently on file. You can add a new credit card by clicking "**Add Credit Card**". If entering a new credit card you will only need to enter the card number, expiration date and CVC code. Then click **Continue**.
6. Request your new permit by clicking "**Permits**" on the top right – "**Buy a Permit**". Use the drop down box next to permit type and select either:
 - a. **1. 2019-2020 Resident Permit** or
 - b. **2. 2019– 2020 Resident Senior Permit**.
 - c. Next to primary plate enter your license plate just as it appears on your vehicle registration (no spaces or dashes). Click "**Add Permit**". Your renewal request will be sent to us for review.

Parking Services will review your request once submitted. Please allow up to 3-5 business days for review and approval. Once approved you will receive an email advising your request was approved.

PARKERS THAT PREPAY FOR THEIR PARKING

This renewal will not interrupt any prepayments on file as long as the license plate remains the same. If you purchased a new car and have an active prepayment you would like to transfer please email us at parking@cityofsummit.org

SUMMIT RESIDENTS – WHO DO WORK DOWNTOWN

1. Residents who also work in Summits downtown must complete and upload a new Downtown Employee Permit Application (found on Home screen) signed off by your employer.
2. Log into your City of Summit Online Permitting System account at:
<https://summit.gtechna.net/permit/>
3. Once you are logged in click "**Profile**" on the top right – "**Account Settings**".
4. Scroll down to the bottom of the page to view your previously uploaded documents. If your previously uploaded vehicle registration and insurance card are still valid in your account you can skip to Step 5. If they are expired you will need to scan and upload or take pictures of valid

copies. If applying for senior permit a copy of the driver's license in the same name as registration is required.

5. Upload your signed Downtown Employee Permit Application.
6. For payment, check to make sure the credit card in your online account is still valid and the one you want to have charged. To check credit card go to the top right and click "**Profile**" - "**Credit Cards**". If your credit card is ok skip to Step 8.
7. To add a credit card, click the red **X** to delete the card currently on file. You can add a new credit card by clicking "**Add Credit Card**". If entering a new credit card you will only need to enter the card number, expiration date and CVC code. Then click **Continue**.
8. Request your new permit by clicking "**Permits**" on the top right – "**Buy a Permit**". Use the drop down box next to permit type and select either:
 - a. **3. 2019-2020 Resident and Downtown Employee Permit** or
 - b. **4. 2019– 2020 Resident and Downtown Senior Permit.**
 - c. Next to primary plate enter your license plate just as it appears on your vehicle registration (no spaces or dashes). Click "**Add Permit**". Your renewal request will be sent

Parking Services will review your request once submitted. Please allow up to 3-5 business days for review and approval. Once approved you will receive an email advising your request was approved.

PARKERS THAT PREPAY FOR THEIR PARKING

This renewal will not interrupt any prepayments on file as long as the license plate remains the same. If you purchased a new car and have an active prepayment you would like to transfer please email us at parking@cityofsummit.org

Thank you,

City of Summit
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