



## **City of Bellingham Parking Services Permit Parking Terms and Conditions**

### **Contact us with questions:**

(360) 778-7780 or [parking@cob.org](mailto:parking@cob.org)  
210 Lottie Street (City Hall Finance Office)  
Bellingham, WA 98225

1. Parking in City of Bellingham on-street and off-street permit parking facilities (see item 10) is authorized only by payment of a fee to obtain a parking permit. Parking permits are required Monday to Friday, 9 AM to 6 PM, excluding city holidays. During other times, parking is free and open to all, with the exception of the South Lot that has event-related parking restrictions (see item 11), the North Lot which parking permits are required 24/7, and the McKenzie Ave. lot where parking is enforced on Saturdays. Parking permit fees are non-refundable.
2. Permits are valid only for the specific garage level or lot for which the permit is obtained; see item 11 for locations. Specific parking spaces are not assigned. Parking permits are not valid for on-street parking spaces.
3. A link to an online customer portal will be emailed when a permit is issued through which you can pay permit fees and make vehicle or contact information updates. A username, which is your email, and password will be provided. The city recommends changing the system-generated password. The customer portal is available at <https://cob.nupark.com/portal>. A link is available via our website at [www.cob.org/parking](http://www.cob.org/parking) under the Parking Permits section.
4. The City of Bellingham uses a parking management system that scans license plates to confirm permits. A permit sticker or hangtag is not needed. Because license plates are scanned to confirm permits, accuracy is important. Transpositions or incorrect numbers or letters could result in a citation because the license plate number will not register in the parking system as having a permit.
  - Multiple vehicles may be registered to one permit, but only one of these vehicles can be parked in the permit area at any one time. Any vehicle other than the first one whose license plate is scanned are subject to a \$30 citation.
  - Permit owners are responsible for updating vehicle information if they get a different vehicle, different license plate number, or temporarily drive a different vehicle. If your vehicle has a temporary paper pass, register the number on the temporary paper pass; register your vehicle's license plate number as soon as received.
5. Payment requirements for future fees are as follows. The permit will remain active if the fee is paid by the due date. The permit will be deactivated and the vehicle subject to citation if not paid.
  - An email notice is generated near the 6<sup>th</sup> of each month for the following month's fee (for example, email notification received in April will cover May's fee, and so on). The email will contain a link to your online customer portal through which payment can be made.
  - Payment is due by last day of the same month. Along with paying through the online customer portal, the city also accepts payment in person at the Finance Office in City Hall, over the phone, or a check can be mailed to Finance Office in City Hall at 210 Lottie St. Please reference your customer number if mailing a check.
  - Payment can be made through the online customer portal only until the last day of the month. As of the first of the month, payment will need to be made in person at the Finance Office in City Hall at 210 Lottie St. All payments are non-refundable.
  - If payment is made, the parking permit will remain active.

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- If payment is not received, the parking permit will be **deactivated on the 1<sup>st</sup> day of the month** and any vehicle on the permit that is parked in the permit area will be subject to a \$30 parking citation.
  - Where a waiting list has been established, any permit not renewed will be released for immediate resale.
6. Bellingham Public Works Parking staff and Police enforce parking in city facilities. Parking permits do not exempt parkers from other parking regulations including, but not limited to, expired state tabs, improper parking, backing into an angled parking space, or not moving the vehicle for over 72 hours.
  7. Parking facilities cannot be used to provide vehicle storage. Vehicles cannot remain in city permit parking facilities for longer than 72 hours without prior city approval. Vehicles that remain for longer periods may be impounded.
  8. It is not permitted to occupy any vehicle, either short-term (no loitering or vehicle standing) or long-term (no permanent occupancy) in any parking facility covered in these permit parking terms. Without limiting the generality of the foregoing:
    - A. No person shall enter or remain in parking stalls for any purpose other than to park or retrieve a motor vehicle or to place or retrieve an item of personal property in the motor vehicle; and
    - B. No person shall use the parking area or vehicle for the purpose of housing or camping, including but not limited to dwelling, sleeping, bathing, cooking, or use as a restroom.
  9. The city cannot guarantee a secure facility. The city shall not be responsible for loss or damage to vehicles or their contents. Keep your vehicle locked while parked and items inside hidden.
  10. The speed limit in our facilities is **5 MPH**—help us keep our facilities safe.
  11. City of Bellingham parking permits are available in the following locations:

**Central Avenue Lot:** On Central Ave. west of Prospect St. towards bluff, near Prospect St. Post Office.

**Commercial Street Garage:** 1300 Commercial St., floors 2 through 5 accessed via ramp ahead of entrance. Parking permit is not valid in hourly area of garage on the lowest level. Garage has a 6 foot, 11-inch clearance.

**Commercial Street Garage Mezzanine:** Accessed from alley behind Commercial Street Garage.

**Railroad Garage:** 1215 Railroad Ave., permit valid for 2nd floor only. Garage has a 6foot,10-inch clearance.

**Railroad Garage Mezzanine:** Street level of Railroad Garage in 4 designated spaces near exit.

**North Railroad:** 1500 block of Railroad Ave. and 1530 Cornwall Ave., behind and next to Base Camp.

**South Railroad:** 1100 block of Railroad Ave. the parking lot of the Depot Market. Height bar at entrance is 7 foot, 5 inches (to clear shed roofs).

**McKenzie Ave:** On 1000 block of McKenzie Ave in Fairhaven. In between 10th and 11th St.

**South Lot permit holders only:** The South Lot is the location of the Farmers Market and Depot Market event facility, so has the following parking exceptions. Contact Parking Services if you have questions.

- **Farmers Market:** On Saturdays from April through December and on the third Saturday of January, February and March, the South Lot is the location of the Farmers Market. The lot and a portion of the adjacent lot are closed to parking from 5:30 AM to 4:00 PM on these days. Vehicles must be removed from this area prior to 5:30 AM on Saturday mornings. The city recommends not parking overnight on Friday in the lot.
- **Events:** The South Lot is home to the Depot Market event facility, so parking will not be available if the entire site is rented. Entire site events can only be scheduled on Saturdays or Sundays, after 5:30 PM weekdays, or during the day on City holidays. If an event is scheduled that uses the entire site, a notice is sent by email and signs are posted.
- **Please note:** All vehicles in the South Lot and portion of the adjacent lot at 5:30 AM on Saturdays during the Market season or at the time specified in the event notice will be towed at the owner's risk and expense. The City shall not be responsible for towing charges for vehicles that must be removed prior to these events.

- 12.** Failure to adhere to the above provisions may result in revocation of your parking permit. Following revocation, the violator and vehicle registered with the city shall be subject to a three-month restriction from obtaining a permit for the lot where the violation occurred. Any such revocation shall be determined by the director of the department of public works who shall send a written notice to the permit holder, which notice shall contain the following information: that the permit will be revoked not sooner than seven days from the date of the letter; that unless a written notice of appeal is filed with the department of public works, the permit will be deemed revoked; that if a written notice of appeal is filed within the required time, a hearing will be set; and the reasons for the revocation. Revocation appeals shall be heard and determined by the director of the department of public works. There shall be no refund based on time remaining on the permit following revocation.