



City of Madison Licenses & Permits

Residential Parking Permits

Contents

Contents	2
Before you Apply for a Residential Parking Permit Online:	3
Registration/Logging In	4
Register for an Account	4
Registration	4
Enter Account Information	5
Success	6
Activate	7
Logging In	8
Apply for a Residential Parking Permit	9
Checking Permit Status	16
Account Management	17



Before you Apply for a Residential Parking Permit Online

- **All permits will be mailed** to you. If you want to receive your permit on the same day that you apply, you must apply in person at the Transportation Office.
- Permits will only be mailed to the address for which you are applying for a permit.
- Submission of an application and payment does not guarantee that you will qualify for a permit. **Your permit is not valid until you receive it in the mail and it is affixed to the vehicle's windshield.**
- All outstanding parking tickets must be paid or have a court date scheduled before a permit will be issued.
- You must provide proof of residence with your application in one of the following ways. You will be able to electronically attach files to your application.
 - Residential Lease - Submit a copy of a lease or sublease signed by both you AND the landlord.
 - Copy DL/Vehicle Registration - The address on your Vehicle Registration and Driver's license match the address for which you are requesting a permit. Submit a photocopy of both your driver's license and vehicle registration.
 - Homeowner - If you are a homeowner, your address must be available for online verification through the [City's property database](#) OR you must submit proof of your address by submitting a property tax bill or a photocopy of both your driver's license and vehicle registration that have the address.
 - Property Owner Affidavit - Submit a notarized [Property Owner Affidavit \(PDF\)](#). Notaries are available at the Transportation office.
 - Renewal Same Address - You are renewing your permit from last year and your address has not changed.
- If you are ineligible for a permit, your application will be closed and you will be notified by email that you are ineligible. Your payment will be automatically refunded if you are ineligible.



Registration/Logging In

Register for an Account

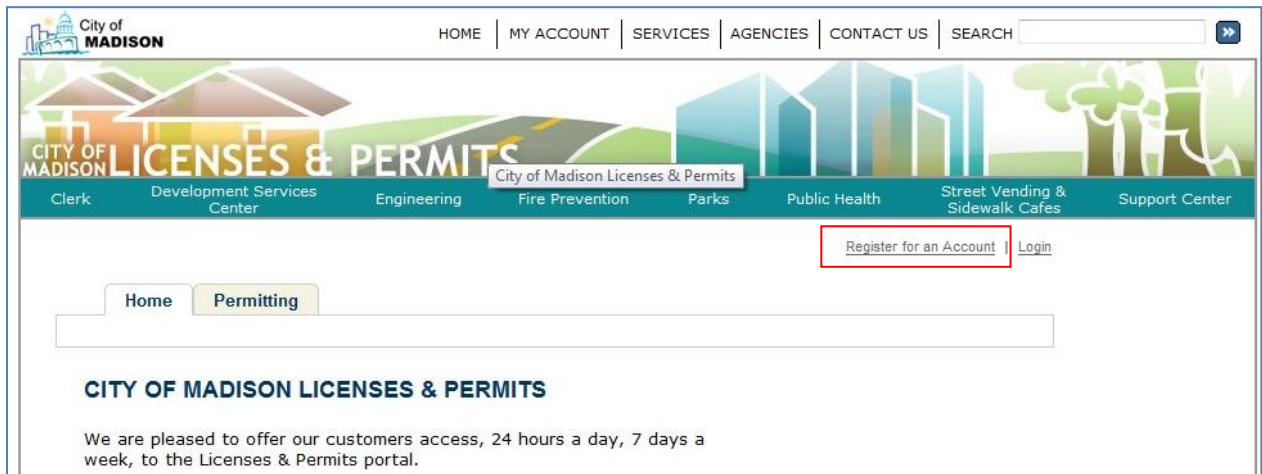
NOTE: If you have already registered you can skip this section.

NOTE: The account you create will last for 400 days from the date of the last login.

Registration

To register for an account with the City of Madison Licenses and Permits, click on “Register for an Account”. The address to the City of Madison Licenses and Permits site is:

<https://elam.cityofmadison.com/citizenaccess/>



Disclaimer

Read the disclaimer and if you agree check the box below the disclaimer and click “Continue Registration”.

Account Registration

Anyone can use this site to research licenses & permit records and related activities, however, only registered users can use this site to apply for permits or request inspections.

Contractors, Architects, and Engineers will benefit from registering as they will gain a listing of the most recent permits associated to their license once they have added their license information to their account. Adding the license information can be done in Account Management upon login. This will provide the ability for appropriately licensed professionals to request inspections and purchase some permit types online, too.

It will be helpful if you have the following information available before continuing:

- Choose a user name and password
- Enter account and contact information
- Add Professional Licenses (optional)

General Disclaimer

Please use the following links to view the disclaimers.

[Conditions & Use](#)
[Accessibility](#)
[Privacy](#)
[Security Policy](#)

Once you have viewed the appropriate disclaimers check the 'I have read and

I have read and accepted the above terms.

[Continue Registration »](#)



Enter Account Information

Enter the required information to setup an account and click “Continue Registration”.

NOTE: You must supply a valid email address to activate this account. An email confirmation will be sent to you and will require you to click on the link provided in the email to activate your account.

NOTE: The contact information for setting up your account should be your permanent address and does not necessarily have to be the address for which you are applying for a permit. There is a separate address section on the application for the permit address.

Login Information

*User Name:

(4-32 characters may contain letters, numbers, and the following four . @ _ - special characters)

*email Address:

*Password:

(8-20 characters)

*Type Password Again:

*Select a Security Question:

(used for identification if you forget your login information)

*Answer:

(20 characters maximum)

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City:

*State:

*Zip:

Home Phone: Work Phone: Mobile Phone:

Fax: *Preferred Method of Contact:



Success

The success screen will be displayed. An email will be sent to the email address entered during the registration process. ***You must activate your account via the email confirmation before you will be able to log in to your account.**

Your account has been successfully created. You will receive additional instructions by e-mail.

Your account has been successfully created.

Congratulations! You have successfully created an account with the City of Madison Citizen Access Portal.

An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the City may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

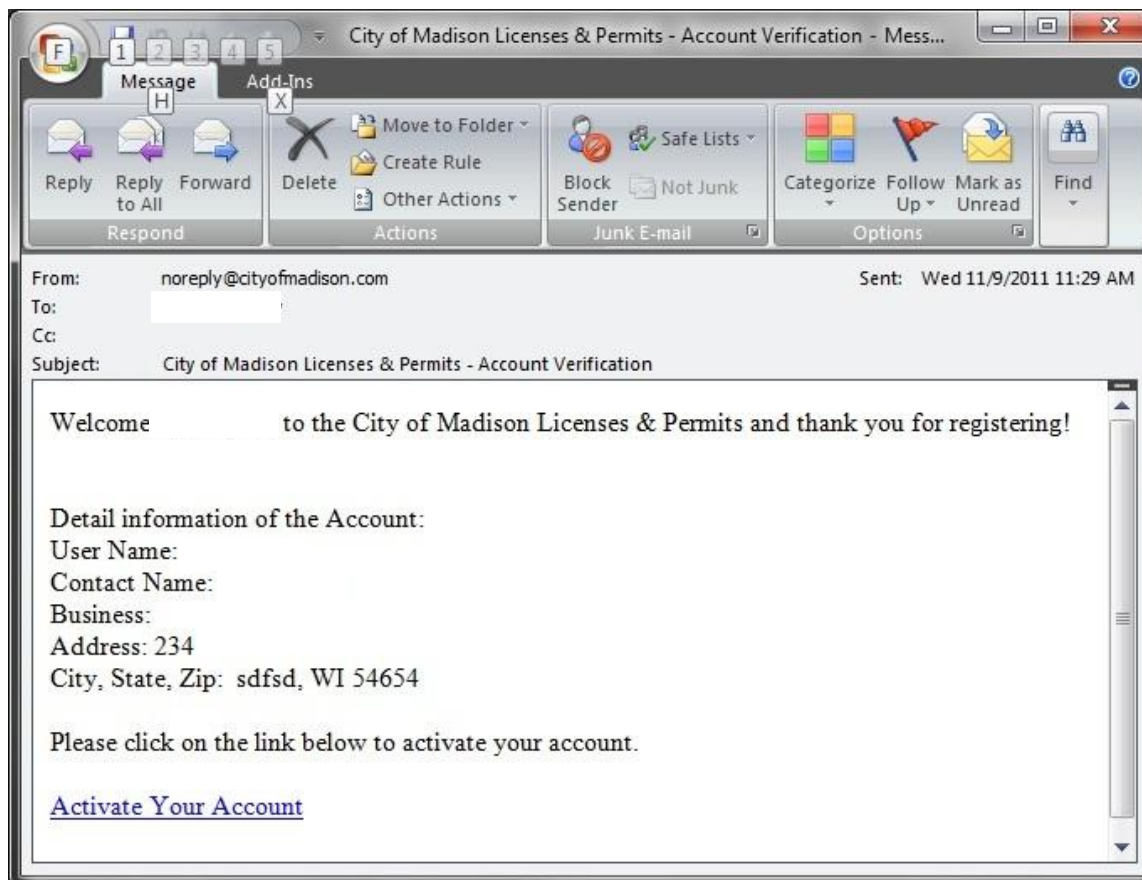
Account Information

User Name:	[REDACTED]	Home Phone:	
[REDACTED]		Work Phone:	
234	[REDACTED]	Mobile Phone:	
Preferred Method of Contact:	E-mail	Fax:	

Activate

After submitting the account registration, you will receive an email with a link at the bottom for account activation. **Click the link to activate your account.**

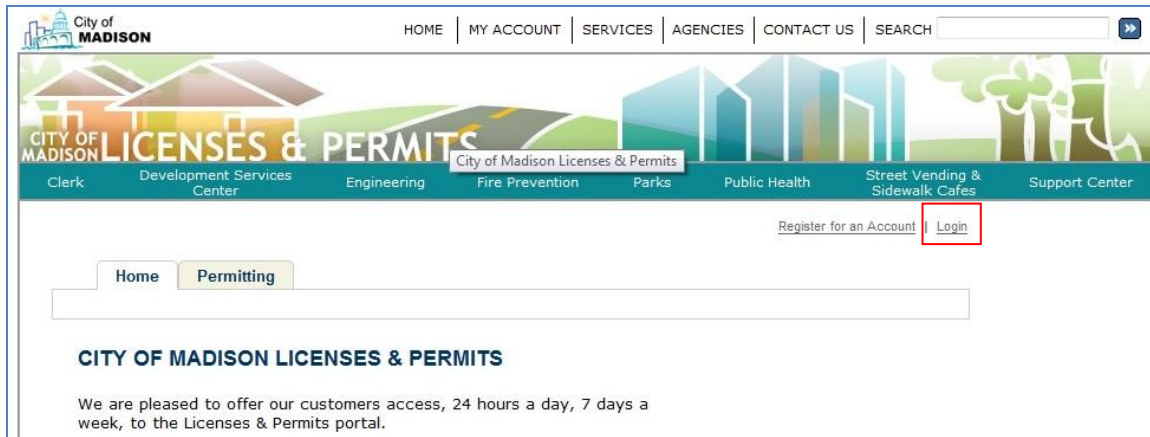
Once the link is clicked, a browser window will open to City of Madison Licenses & Permits Login screen and welcome email is sent with the link to City of Madison Licenses and Permits website for future use.



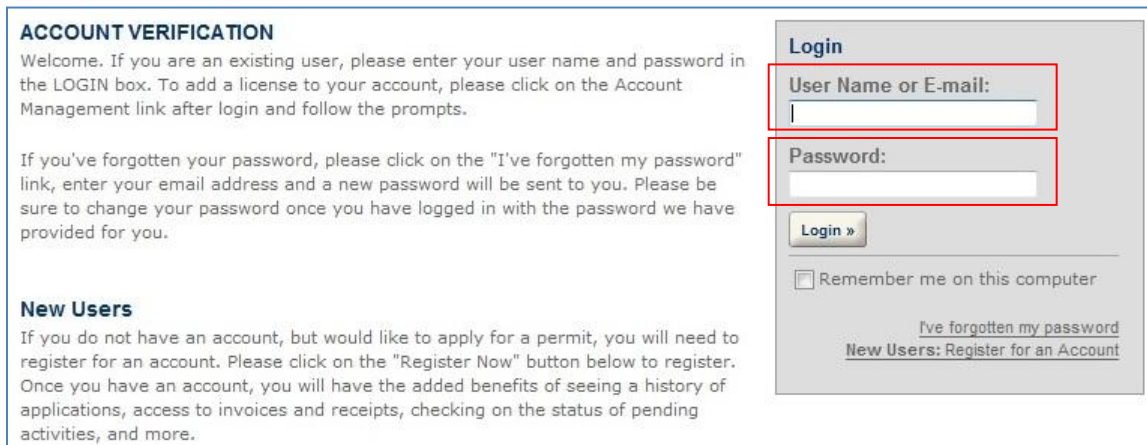
Logging In

The login website is located at <https://elam.cityofmadison.com/citizenaccess/>

To login, click on Login in the upper right hand corner, then enter the User Name and Password that you selected when registering.



The screenshot shows the homepage of the City of Madison Licenses & Permits portal. At the top, there is a navigation bar with links for HOME, MY ACCOUNT, SERVICES, AGENCIES, CONTACT US, and a search box. Below the navigation bar is a banner with the text "CITY OF MADISON LICENSES & PERMITS" and a sub-header "City of Madison Licenses & Permits". The banner includes several service categories: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. Below the banner, there are two buttons: "Home" and "Permitting". To the right of the "Permitting" button, there are links for "Register for an Account" and "Login". The "Login" link is highlighted with a red box. Below the buttons, there is a search bar and the heading "CITY OF MADISON LICENSES & PERMITS". A paragraph below the heading states: "We are pleased to offer our customers access, 24 hours a day, 7 days a week, to the Licenses & Permits portal."



The screenshot shows the login page of the City of Madison Licenses & Permits portal. On the left side, there is a section titled "ACCOUNT VERIFICATION" with the following text: "Welcome. If you are an existing user, please enter your user name and password in the LOGIN box. To add a license to your account, please click on the Account Management link after login and follow the prompts." Below this, there is a link for "I've forgotten my password" and a note: "If you've forgotten your password, please click on the 'I've forgotten my password' link, enter your email address and a new password will be sent to you. Please be sure to change your password once you have logged in with the password we have provided for you." On the right side, there is a "Login" form with the following fields: "User Name or E-mail:" (with a red box around the input field), "Password:" (with a red box around the input field), a "Login »" button, a checkbox for "Remember me on this computer", and a link for "I've forgotten my password". Below the "Login" form, there is a link for "New Users: Register for an Account".

NOTE: If you receive a message that the account is not activated when you try logging in, you have not activated your account yet through the email confirmation sent to you when you initially registered for the account. Complete this step and then log in.



Apply for a Residential Parking Permit

Once you are logged in, click on

- Apply for a Permit

The screenshot shows the top navigation bar with the following tabs: Home, Permitting, Licenses/Registrations, and Land. Below the navigation bar, there is a 'Welcome' message: 'Welcome. You are now logged in. To get started, select one of the services listed below:'. A grid of service options is displayed, with a red arrow pointing to the 'Apply for a Permit' link under the 'Permitting' category.

Permitting Apply for a Permit Obtain a Fee Estimate Search Permit Applications	Licenses/Registrations Apply for a License/Registration Obtain a Fee Estimate Search Licenses/Registrations
Land Search Projects	

The screenshot shows the 'Online Permit Application' page. It includes a welcome message, a warning to 'Allow Pop-ups from This Site', a 'General Disclaimer' scrollable box, a checkbox for 'I have read and accepted the above terms.' (with a red arrow pointing to it), and a 'Continue Application »' button.

Online Permit Application

Welcome to City of Madison's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permit all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Madison's attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Select Parking – Residential Parking Permit and click “Continue Application”:

- Clerks - Lobbyist Registration
- Engineering - Excavate in the Right of Way Permit
- Health - POWTS Sanitary System Permit
- Parking - Residential Parking Permit
- Parks - Beer Sales Permit
- Parks - Block Party Permit
- Parks - Electrical Amplification Permit
- Parks - Lake Access Permit
- Parks - Public Amplification Permit
- Parks - Ski Trail Permit
- Parks - Special Event Permit
- Parks - Street Use Permit
- Parks - Street Use Vending
- Parks - Temporary Structure Permit
- Parks - Vending Permit
- Traffic Engineering - Bicycle Registration
- Vending - Banner Permit

Tab 1-Applicant Information

Complete applicant information. Auto-fill the information by putting a check in the Auto-fill checkbox and selecting what information to auto-fill with from the drop-down selection. The address entered in the “Applicant Information” tab will not be reviewed by staff as part of your residential parking application and should be the address that you identify as your permanent residence. The address for the permit will be entered in “Address Information” on the 2nd tab.

Parking - Residential Parking Permit

1 Applicant Information 2 Address Information 3 Permit Detail 4 Review 5 Application Submittal

Step 1 : Applicant Information > Applicant Information

*indicates a required field.

Applicant

Auto-fill with Account Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

Address Line 2:

*City:

*State:
--select--

*Zip:

Home Phone: *Primary Phone: Mobile Phone:

Fax:

*e-Mail:



Note: At the bottom of each step of a new application, a user can either “Continue Application” or “Save and Resume Later”.



If “Save and Resume Later” is used; partially created applications are saved for 30 days. If the application has been inactive longer than 30 days, it is deleted.

TAB 2 – Address Information

The **permit address** should be entered on this tab. Type in the Street Number and Street Name and then click the Search button. If more than one search result is returned, select the appropriate address. If one result is returned, the information will be populated on the screen.

NOTE: Selecting an address will automatically populate the Owner and Parcel. These fields can be left as is.

Parking - Residential Parking Permit

1 Applicant Information | **2 Address Information** | 3 Permit Detail | 4 Review | 5 Application Submittal

Step 2 : Address Information > Address Information

*indicates a required field.

Address

*Street No: Direction: --select-- *Street Name: Street Type: --select--

Please enter minimum address info and use the Search button

Unit Type: --select-- Unit No:

City: State: --select-- *Zip:

Showing 1-10 of 100

Address	City	State	Zip	Parcel	Owner
101 S Whitney WAY, Single-Family and Two Units - 1110 One family unit., Madison USA WI 53705	Madison	WI	53705	070919401186	AWADALLA, SARI
14 N Whitney WAY, Single-Family and Two Units - 1110 One family unit., Madison USA WI 53705	Madison	WI	53705	070919106091	PETZOLD, ELSBETH D
2 S Whitney WAY, Single-Family and Two Units - 1110 One family unit., Madison USA WI 53705	Madison	WI	53705	070919404122	GRAPSAS, NICHOLAS T
201 N Whitney WAY, Single-Family and Two Units - 1110 One family unit., Madison USA WI 53705	Madison	WI	53705	070919103047	LOFMAN, RONALD D
201 S Whitney WAY, Single-Family and Two Units - 1110 One family unit., Madison USA WI 53705	Madison	WI	53705	070919407077	OBANDO, MELBA



Tab 3 – Permit Detail

Home
Permitting
Licenses/Registrations
Land

[Apply for a Permit](#) | [Obtain a Fee Estimate](#) | [Search Permit Applications](#)

Parking - Residential Parking Permit

1 Applicant Information

2 Address Information

3 Permit Detail

4 Review

5 Application Submittal

Step 3 : Permit Detail > Permit Detail

*indicates a required field.

Permit Detail

APPLICANT CERTIFICATION

*I certify that the information on this application is true and correct.

Yes No

*I have read and agree to the Residential Parking Permit Program Regulations.

Yes No

APPLICANT INFORMATION

*Driver's License No.:

*Driver's License State:

*Address on Driver's License:

*Type of Application(\$):

*Do you own or rent your home?:

Lease Term (enter date range):

If renting/leasing, provide rental firm/landlord name, address, and phone:

*The following form will be used for proof of residency:

*Proof of residency will be sent via::

VEHICLE INFORMATION

*Manufacturer (Make):

*Model:

*Model Year:

*Color:

Vehicle Identification Number (VIN):

*License Plate Number:

*State Vehicle Registered In:

Address on Vehicle Registration (street, city, state, zip):

Vehicle Owner's Name & Relationship if other than self:

Attachments

Attachment List

Name	Type	Size	Date
No records found.			

▶ [Upload a New Attachment](#)

Continue Application »

Save and resume later:



Instructions for fields under the Permit Detail tab

Type of Application:

- New – select new if you are applying for the first time or did not have a permit for the previous year
- Renewal – you had a permit last year and are applying for a new permit for the current/upcoming permit year
- Replacement – you need a replacement for the current year’s permit because you moved, sold a vehicle, changed plates, or had a broken windshield. Note – You must also mail or drop off your current sticker to the Transportation Office before a replacement will be issued.

Proof of Residency:

- Residential Lease - Submit a copy of a lease or sublease signed by both you AND the landlord.
- Copy DL/Vehicle Registration - The address on your Vehicle Registration and Driver’s license match the address for which you are requesting a permit. Submit a photocopy of both your driver’s license and vehicle registration.
- Homeowner - If you are a homeowner, your address must be available for online verification through the [City’s property database](#) OR you must submit proof of your address by submitting a property tax bill or a photocopy of both your driver’s license and vehicle registration that have the address.
- Property Owner Affidavit - Submit a notarized [Property Owner Affidavit \(PDF\)](#). Notaries are available at the Transportation office.
- Renewal Same Address -You are renewing your permit from last year and your address has not changed.

Scanned copies of your proof of residence can be uploaded using the Upload Attachment option at the bottom of the page and attached to your online application. Proof of residence may also be faxed to the Transportation Department at 608-267-1158 or mailed to:

Residential Parking Permits
Madison Parking Division
P.O. Box 2986
Madison, WI 53701-2986



Tab 4 – Review

Review the information and edit if necessary.

Tab 5 – Pay Fees

The parking fee of \$21 for new or renewal or \$5 for a replacement will be displayed. Press the continue application button. Enter payment information and press the submit payment button to complete the submission of your application.

Parking - Residential Parking Permit

1 **2 Address Information** 3 Permit Detail 4 Review **5 Pay Fees** 6 Application Submittal

Step 5 : Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card

Use the dropdown menu to change the payment type.

* indicates a required field.

Pay with Credit Card Pay with Credit Card ▾

Amount to be charged: \$21.00

Credit Card Information:

*Card Type: --select-- ▾ *Card Number: *Security Code:
[What is this?](#)

*Name on Card: *Exp. Date: 01 ▾ 2012 ▾

Credit Card Holder Information:


Billing Information:

*Street Address:

*City: *State: --select-- ▾ *Zip:

*Phone:

e-Mail:

Submit Payment » Save and resume later: 

Done Internet 125%



Tab 6 - Application Submittal

You will see the following screen once your application has been submitted. You will receive email updates on the status of your permit when it is mailed or to notify you of any problems with processing your application.

Parking - Residential Parking Permit

1 2 Address Information 3 Permit Detail 4 Review 5 Pay Fees 6 Application Submittal

Step 6 : Application Submittal

Your application for a residential parking permit has been submitted. You will receive an email notification when the permit is issued. Permits will be mailed on the same day that they are issued. Please allow several days from the date it is mailed for you to receive it by mail.

If there are problems with your application that require additional information or action, an email notification with instructions will be sent to you. If the address is ineligible for residential parking or the vehicle is ineligible, you will receive an email notification indicating that the application is denied and your payment will automatically be refunded.

Thank you for using our online services.
Your Application Number is TPURPP-2012-00004.

Be sure to write the Application Number down. You will need this number to check the status of your application.

[Print/View Receipt](#)



Checking Permit Status

You can view the status of any permits that you have applied for by selecting the Permitting tab on the main screen and then clicking on the Search Permits link. Once a Permit is selected the details are listed on the screen. Sections are expanded by clicking the arrow to make it point down.

Application TPURPP-2011-00065:
Parking - Residential Parking Permit

Permit Details

Work Location: 409 N Henry ST
Madison WI 53703

Project Description: test
test

More Details

- Application Information
- Parcel Information

Fees

Inspections

No records found.

Processing Status

- Intake
- Issuance
- License Status
- Closed

Attachments

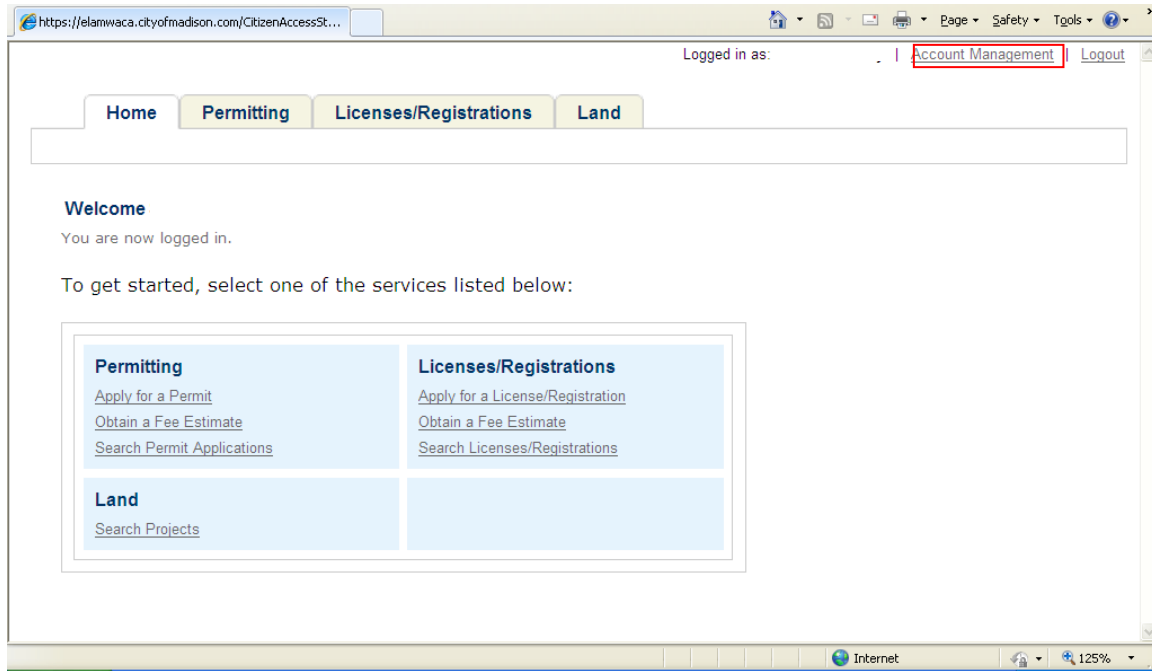
Attachment List

Name	Type	Size	Date
No records found.			

Related Permits

Account Management

To manage your account with the City of Madison, click on “Account Management”.



Manage Your Account

Edit any of the information by clicking the “Edit” button next to the desired information.

