



ANNA VALENCIA  
CITY CLERK


PROFESSIONAL SERVICE PARKING  
PERMIT ADMINISTRATIVE RULES

Effective: July 28, 2017

Preface

BY AUTHORITY VESTED IN THE CITY CLERK PURSUANT TO THE CHICAGO MUNICIPAL CODE CHAPTER 9-68-020, THE FOLLOWING RULES AND REGULATIONS, WHICH EXPRESSLY INCORPORATE THE OFFICE OF THE CITY CLERK ADMINISTRATIVE RULES, ARE ADOPTED HEREIN:

By Order of the Clerk:

Signed:   
Andrea M. Valencia

Date: 7/28/17

Section 1: Definitions

“Business purposes” means those licensed activities directly associated with listing, showing, and/or servicing real property. “Business purposes” shall not include entertaining clients or prospective clients at non-listed businesses, client development, nor remaining parked in a residential permit parking zone longer than necessary to complete licensed activities.

“Professional service parking permit” or “professional service permit” means the permit issued pursuant to 9-68-020(c)(1) of the City of Chicago Municipal Code.

Section 2: Professional Service Permit Program – Generally

1. The City Clerk shall issue a professional service parking permit as provided in Chapter 9-68-020(c) of the Code. A professional service parking permit is valid only for the specific vehicle, and owner to which it is issued.
2. A professional service permit may only be issued to the following vehicle types as defined in Section 1 above:
  - (a) Passenger automobile;
  - (b) Large passenger automobile; and
  - (c) Small truck (City of Chicago Residents *ONLY*)
3. A professional service permit is not transferable except as permitted pursuant to 9-68-020(c)(4) of the City of Chicago Municipal Code and as described in Section 8 below.
4. A professional service permit is non-refundable once purchased, except in those cases authorized by the City Clerk.
5. The City Clerk reserves the right to refuse to issue a professional service permit, and/or to suspend

any applicant who it determines has:

- (a) fraudulently purchased a permit; or
- (b) who has fraudulently applied for a permit, reissue, or transfer; or
- (c) who has repeatedly misused an already-issued permit; or
- (d) who has committed any other acts which grossly subvert the intended use of the permit

**Section 3: Professional Service Permit Required Documentation – Application – Proof of Eligibility**

1. Any person wishing to apply for a professional service permit must apply in person at the Office of the City Clerk located in City Hall, 121 North LaSalle Street, Room 107.
2. The following documents must be provided by the applicant in order to be eligible for a professional service parking permit:
  - (a) Completed professional service parking permit application;
  - (b) Government Issued Driver’s License. Chicago residents must show a current and valid Illinois Driver’s License with a current and valid City of Chicago address;
  - (c) State Vehicle Registration ID Card indicating that applicant is the registered owner of the vehicle;
  - (d) Current and active real estate managing broker, broker, or leasing agent license issued by the State of Illinois– a copy of a valid license or an Illinois Department of Financial & Professional Regulations (“IDFPR”) issued Pocket Card, are both acceptable; and
  - (e) City of Chicago Debt Clearance Form (Available from the Department of Finance)
3. Failure to provide adequate documentation, as determined by the the City Clerk, will result in the denial of the professional service parking permit application.
4. Providing falsified or altered documentation is a punishable offense, and the Office of the City Clerk may prosecute such offenses to the fullest extent of the law and may result in immediate revocation of the professional service permit, and an indefinite suspension of eligibility.

**Section 4: Professional Service Permit Term – Generally**

1. A professional service permit may be issued in either a 12-month or 24-month term.
2. A professional service permit issued to a qualified person who owns a qualifying vehicle is valid from the date of issue until the expiration date printed on the professional service permit (term end date) or the date of expiration, revocation, lapse, invalidation, or other loss of privilege to hold the qualifying license or a change in vehicle information.
3. Renewal of an expiring professional service permit shall only be available no more than 30 days prior to the expiration of the professional service permit and shall require updated documentation and proof of eligibility as required by Section 3 above.

**Section 5: Professional Service Permit Fee – Resident and Non-Chicago Resident**

1. A professional service permit issued prior to January 1, 2018, shall have the following fee:

<b>Resident Type</b>	<b>12 Month Fee</b>
Chicago Resident	\$500.00
Non-Chicago Resident	\$800.00

## **Section 6: Professional Service Permit Display -- Requirements**

1. A professional service permit shall be displayed as follows:
  - (a) affixed in a clearly legible condition on the front windshield in the lower right-hand corner farthest removed from the driver's position. If the permit holder also has a Chicago Wheel Tax License (commonly called a 'City Sticker') the professional service permit shall be positioned directly above the Chicago City Sticker;
  - (b) affixed without the use of supplemental adhesives; and
  - (c) affixed in accordance with the instructions printed thereon, or accompanying the professional service permit, which are expressly made a part hereof.
2. A professional service permit is valid when properly displayed pursuant to the City of Chicago Municipal Code and these Administrative Rules, and may be displayed immediately upon issuance.
3. It shall be unlawful for any person to display a professional service permit on any vehicle other than the vehicle for which the professional service permit was issued.
4. A professional service permit is invalid upon a change in ownership of the vehicle for which the professional service permit was originally issued, and any professional service permit displayed on such vehicle must be removed or transferred pursuant to Section 8 below.
5. It shall be unlawful for any person to display a professional service permit issued to the previous owner of a vehicle.

## **Section 7: Professional Service Permit Parking – Use – Residential Parking**

1. Parking in a residential parking permit zone with a professional service permit is limited to business purposes directly related to the relevant professional license between the hours of 9am and 9pm, 7 days a week.
2. A professional service permit holder who also has a valid and current residential zone parking permit issued in conjunction with a valid Chicago Wheel Tax License shall have all the rights and privileges associated with residential zone parking when parked in the zone number printed on the Chicago Wheel Tax License.

## **Section 8: Professional Service Permit Transfers – Requirements – Transfer Procedure**

1. A current and valid professional service permit may be transferred to a newly acquired vehicle, or may be transferred to another qualifying vehicle, only when the vehicle to which the professional service permit is to be transferred is registered to the same person to whom the professional service permit was originally issued.
2. Upon surrender of a current and valid professional service permit, or upon proof that the professional service permit has been destroyed, the Office of the City Clerk shall verify that the person wishing to transfer their professional service permit is the registered owner of the newly acquired vehicle, or is the registered owner of the other qualifying vehicle, to which the permit is to be transferred. Once sufficient proof of identity and ownership is established, the Office of the City Clerk shall transfer the value of the original permit to a newly issued professional service permit containing the new vehicle information. The Office of the City Clerk shall have sole discretion in evaluating the proof offered.
3. The fee to transfer a professional service permit is \$20.00.

## Section 9: Professional Service Permit Replacement – Requirements

1. The holder of any professional service permit issued pursuant to 9-68-020(c)(1) of the Code shall promptly notify the Office of the City Clerk when:

**(a) the professional service permit issued has been stolen or destroyed through no fault of the permit holder;**

If a professional service permit has been stolen, or completely destroyed, and the permit cannot be returned to the Office of the City Clerk, then the permit holder must supply adequate proof of such theft or destruction. Adequate proof must include a police report, in addition to an insurance claim, repair bill, or evidence establishing theft or destruction through no fault of the permit holder. After the Office of the City Clerk verifies the proof offered, then the Office of City Clerk may replace such professional service permit at its sole discretion. The replacement permit shall only be issued for the same vehicle and owner as the stolen or destroyed permit.

**(b) the license plate of the vehicle to which the permit was issued has changed;**

If the holder of a professional service permit has a change in state license plate information, upon surrender of their current professional service permit, along with proof from the Illinois Secretary of State of such change, then the Office of the City Clerk may replace such permit with the new license plate information. The Office of the City Clerk shall have sole discretion to determine the sufficiency of such proof, and may require other proof as necessary. The replacement permit shall only be issued for the same vehicle (with the updated license plate information) and owner as the permit being replaced.

**(c) the vehicle information as printed on the permit is inaccurate at the time of issuance; or**

If a professional service permit contains, at the time of issuance, informational error(s) or, inaccurate or incomplete vehicle information, then the permit holder shall return such professional service permit to the Office of the City Clerk and submit proof of the error(s) or, inaccurate or incomplete vehicle information. The Office of the City Clerk may replace such professional service permit upon review of the proof offered and verification of the correct vehicle information.

**(d) the professional service permit issued has been lost.**

A lost permit may be replaced at the sole discretion of the Office of the City Clerk, for the fee described in Section 10 below, and, if approved, shall only be reissued for the same vehicle and owner as the lost permit.

2. Failure to provide adequate proof, as determined by the Office of the City Clerk, shall result in the denial of the reissuance of a professional service permit.

**Section 10: Professional Service Permit Replacement – Fees**

1. After submission of the required proof stated in Section 9 above, and upon approval of the Office of the City Clerk, the fee to replace a professional service permit shall be according to the following schedule:

<b>Reason for Replacement</b>	<b>City of Chicago Resident</b>	<b>Non-Chicago Resident</b>
Stolen/Destroyed	\$0.00	\$0.00
Change of Illinois License Plate Information	\$0.00	\$0.00
Informational Error at Time of Issuance	\$0.00	\$0.00
Lost Permit	\$250.00	\$400.00