

# City of West Hollywood

## Guide to Commercial Parking

### A Parking Guide For Businesses, Employees and Patrons

This brochure is principally designed for the West Hollywood business owner or operator who has the responsibility of managing employee parking inside one of three commercial parking districts. It also provides useful information to share with customers looking for convenient parking in the City.

#### LEGEND

- DISTRICT 1
- DISTRICT 2
- DISTRICT 3
- 1M PASSES ALLOWED
- COMMERCIAL "C" PARKING PERMITTED
- 1E PASSES ALLOWED
- 20 MINUTE PARKING ONLY
- P PUBLIC PARKING LOTS

Areas not noted by colored lines are generally restricted to resident only or represent metered parking which is unavailable to commercial permit holders.



### COMMERCIAL PARKING DISTRICTS

The City of West Hollywood has 3 Commercial Parking Districts where employers have the option of purchasing commercial parking passes for their employees. Parking passes are sold on a limited basis for eligible businesses within Preferential Parking Districts 1, 2 & 3. The three districts are noted on the map provided in the brochure. Permits are non-transferable between parking districts.

Employees with a "C" or "M" pass can park between the hours of 7 a.m. to 7 p.m. In addition, we now offer the "E" pass for parking from 6 p.m. to 3 a.m. Please refer to the map and legend to see where parking is allowed for each pass.

### TYPES OF COMMERCIAL PASSES

#### "C" Pass

A "C" pass is essentially a two piece kit. The first part consists of a plastic hang tag.

The second part is a "validation sticker" that is placed on the face of the hang-tag with an expiration date. Validation stickers are sold quarterly, based on the time the pass is going to be used. Validation stickers are prorated monthly by if they are purchased a month after the beginning of a quarter.



**Quarterly Fees For "C" Validation Stickers**  
 \$180.00 if purchased in the first month of the quarter  
 \$120.00 if purchased in the second month of the quarter  
 \$60.00 if purchased in the third month of the quarter

### HOW PERMITS WORK

A "C," "M" or "E" parking pass is a hang-tag displayed on a vehicle's rear view mirror. Each quarter you may renew your parking pass by purchasing a validation sticker to place on the face of the hang-tag. The hang-tag must contain a numbered holographic validation sticker with an expiration date. Do not discard your hang-tag until after expiration date of all four quarters. At the end of the year a new hang-tag will be issued after all four quarters have passed.

*Validation Stickers are sold for the following four quarter periods:*

- January 1st – March 31st;
- April 1st – June 30th;
- July 1st – September 30th;
- October 1st – December 31st

### THE APPLICATION PROCESS

- 1) Complete the commercial permit application to apply for a validation sticker.
- 2) Return completed application and payment.
- 3) Enclose a copy of your current business license tax certificate.

### LOST OR STOLEN PERMITS

If the placard is lost or stolen the fee for replacement is \$120.00. Please protect permits from misuse by reporting lost or stolen permits.

#### "M" Pass

An "M" pass works virtually the same way as our traditional "C" permits, however, the "M" permit is valid at designated spaces on the west side of San Vicente Boulevard between Melrose Avenue and Beverly Blvd. The main difference between the two types of permits is the price. Being that the "M" pass is less expensive than a "C" pass, the program is a win/win situation because in some cases employees can park close to their destination at a lower cost.



**Quarterly Fees For "M" Validation Stickers**  
 \$135.00 if purchased in the first month of the quarter  
 \$90.00 if purchased in the second month of the quarter  
 \$45.00 if purchased in the third month of the quarter

#### "E" Pass

An "E" pass entitles the permit holder to park at specifically designated metered spaces in the evening between the hours of 6 p.m. and 3 a.m. "E" passes are limited to employees located within the general area bounded by La Cienega Blvd. and Doheny Drive in the east and west; and Santa Monica Blvd. and Beverly Blvd. in the north and south.



**Quarterly Fees For "E" Validation Stickers**  
 \$90.00 if purchased in the first month of the quarter  
 \$60.00 if purchased in the second month of the quarter  
 \$30.00 if purchased in the third month of the quarter

**Monthly Paper "E" Pass**  
 \$30.00 per month

### \$ SAVING TIP

A business is not obligated to buy the same number of validation stickers for each quarter. If your business is seasonal you may increase or decrease the number of validation stickers you buy subject to a cap based on past history of the type of land use and/or address of the business.

### DO'S & DON'TS

**DO** report alleged misuse, stolen, lost or fraudulent permits for investigation by City staff. The violator may be subject to a fine, revocation of parking privileges, criminal prosecution for perjury, misuse and/or theft to the fullest extent allowed by law.

**DO** respect your fellow permit holders by using permits for their legitimate and intended purpose to maintain the integrity of the permit program.

**DON'T** possess, use, transfer, sell, or display a hang-tag and/or validation sticker to an individual who is not a bona fide employee or business owner entitled to a commercial pass.

**DON'T** use a pass that has been reproduced or altered in any way, or obtain a pass by fraud, false information, or counterfeit documents.

### PLANNING & ZONING CONSIDERATIONS

Certain commercial properties have restrictions on eligibility or conditions that prohibit the purchase of commercial parking passes under planning and zoning requirements. It is strongly recommended that you verify eligibility for commercial parking passes before entering into a commercial lease.

Commercial parking passes are not available to "at home businesses" operating inside private residences.

Commercial parking passes may not be used in lieu of off-street parking space requirements under the City's zoning ordinance.

### OFF-STREET PARKING LOTS

The City maintains off-street public parking lots at the following convenient locations. Please call the Department of Public Works at 323-848-6375 or visit [www.weho.org/parking](http://www.weho.org/parking) for hours and rates for each location.

Hancock Parking Structure  
901 Hancock Avenue

Kings Road Municipal Parking Structure I  
8383 Santa Monica Blvd.

La Jolla/Havenhurst Lot  
8200 Santa Monica Blvd.

La Peer Lot  
623 La Peer Drive

Melrose Lot  
8759 Melrose Avenue

Orange Grove Lot  
1114 N. Orange Grove Avenue

Spaulding Lot  
7718 Santa Monica Blvd.

Sunset Lot  
8775 Sunset Blvd.

El Tovar Lot  
8752 El Tovar Place

Bonner Lot  
8700 block of Beverly Blvd.

Queens Lot  
8459 Sunset Blvd.

WH Park, Municipal Parking Structure II  
625 N. San Vicente Blvd.

WH Library, Municipal Parking Structure III  
625 N. San Vicente Blvd.

Sunset/Doheny Lot  
9056 Sunset Blvd.

WH Park, North Lot  
647 N. San Vicente Blvd.

### CREDIT CARD METERS

West Hollywood now offers the option of paying by Visa and MasterCard. Additionally the City is equipped to accept credit card payments at its metered parking lots through high tech multi-space parking equipment instead of cash.

### PARKING METER HOLIDAYS\*

*Parking Meters are not enforced on:*

New Year's Day January 1

Martin Luther King's Birthday 3rd Monday in January

President's Day 3rd Monday in February

Memorial Day Last Monday in May

Independence Day July 4

Labor Day 1st Monday in September

Columbus Day 2nd Monday in October

Veteran's Day November 11

Thanksgiving Day 4th Thursday in November

Christmas Day December 25

\*Please note when any of the above dates fall on a weekend, the federally recognized date of the holiday will be observed, typically occurring when regular delivery of U.S. mail is suspended.

### TOWING FROM PRIVATE PROPERTY

Private property tows are a business arrangement between the towing company and tenant. Under state law a representative must be on-site to provide his or her signature to authorize and document removal of the vehicle from the premises.

### CITY HALL LOCATION & BUSINESS HOURS

8300 Santa Monica Blvd.

Monday-Thursday 8 a.m. to 6 p.m.

Friday 8 a.m. to 4:30 p.m.

For further information about parking passes call the City's Permit Parking Office at 323-848-6392.

### IMPORTANT NUMBERS

**Hollywood Tow**  
323-466-5421

**Parking Violations Bureau**  
800-687-2458

**West Hollywood Parking Enforcement**  
323-650-6757

**West Hollywood Sheriff Station**  
310-855-8850



Cover photos:  
Robin O'Connell Design - upper left;  
Jonathan Moore - bottom  
January 2014



# Commercial Permit Parking

