

## City of Los Alamitos Administrative Regulation

Regulation: **8.2**  
Title: **Work-Related Parking Permit Policy**  
Authority: **City Manager**  
Date: **December 9, 2025**  
Revised:

DocuSigned by:  
*Chet Simmons*  
040A0088E29D4FE...  
**Chet Simmons, City Manager**

### 1. Purpose

To establish guidelines for the issuance, use, and management of work-related parking permits to support City business needs while ensuring safe and orderly use of on-street parking within the City of Los Alamitos.

### 2. Application

This regulation applies to all employees, elected officials, consultants, contractors, volunteers, interns, and other individuals authorized to conduct work on behalf of the City and who have been issued a City parking permit for official business purposes.

### 3. Policy

The City may issue a work-related parking permit to eligible individuals to allow access to designated 4-hour parking zones and Residential Permit Parking Areas while conducting City business. The goal of this permit program is to balance public parking demand, support City operations, increase accessibility for staff working in the field, and maintain compliance with established parking regulations.

The parking permit is for official City business only and does not exempt the permit holder from any parking laws or restrictions. Permit holders must comply with all posted signage and parking regulations, including street sweeping schedules, red curbs, fire lanes, ADA spaces, driveway and intersection clearances, and time restrictions not covered by the permit.

Permits will be issued individually and must remain in the permit holder's possession. Permits are non-transferable and may not be duplicated, shared, or altered in any way.

All on-duty individuals utilizing the permit must ensure it is displayed face-forward and hung from the rear-view mirror of the vehicle while parked in authorized zones.

Violations of this policy may result in citation, revocation of parking privileges, and/or disciplinary action up to and including termination (if applicable).

#### **4. Procedure**

##### **A. Issuance of Permit**

Eligible individuals will complete a Work-Related Parking Permit Request Form and receive the permit upon approval authorized by the City Manager or their designee.

The permit will be assigned to the individual permit holder, not a specific vehicle. The issuing department will maintain a record of active permit holders.

##### **B. Display Requirements**

The permit must be displayed and hung from the rear-view mirror, face-forward and fully visible while parked in authorized areas. Failure to display the permit may result in standard enforcement action.

##### **C. Prohibited Use**

The permit may not be used for personal purposes, outside of work hours or assignment, by anyone other than the assigned holder, to bypass safety-related parking regulations.

##### **D. Lost or Stolen Permits**

Lost or stolen permits shall be reported immediately to the issuing department. A replacement permit will be issued after verification and completion of a new permit acknowledgment form. The City may charge a replacement fee as established by Council resolution.

##### **E. Revocation**

The City may revoke a permit at any time due to improper use, violation of policy, or operational need. Revoked permits must be returned immediately to the issuing department.

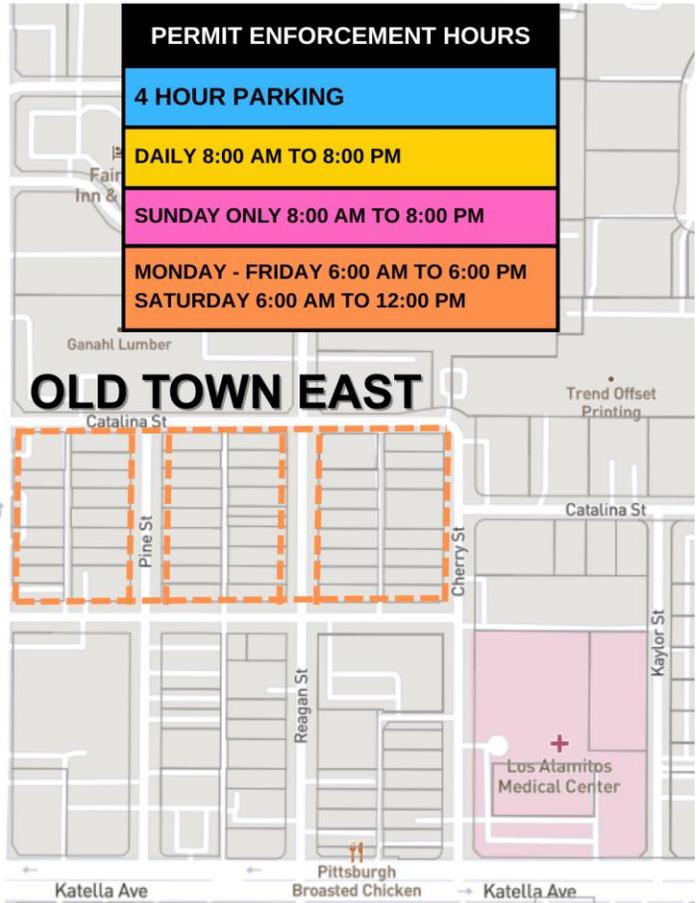
##### **F. Separation**

Upon separation from the City or completion of contracted work, the permit holder must return the parking permit to their supervisor or the issuing department.



CITY OF  
**Los Alamitos**  
*California*

# REQUIRED PARKING PERMIT MAP



PERMIT ENFORCEMENT HOURS
<b>4 HOUR PARKING</b>
DAILY 8:00 AM TO 8:00 PM
SUNDAY ONLY 8:00 AM TO 8:00 PM
MONDAY - FRIDAY 6:00 AM TO 6:00 PM SATURDAY 6:00 AM TO 12:00 PM



# CITY OF Los Alamitos California

3191 Katella Avenue  
Los Alamitos, CA 90720-5600  
Telephone: (562) 431-3538  
FAX: (562) 493-1255  
www.cityoflosalamitos.org

## Work-Related Parking Permit Acknowledgment

I acknowledge that I have received the City of Los Alamitos Work-Related Parking Permit and agree to comply with all requirements contained in Administrative Regulation 8.2. I understand that this permit is only authorized for use while performing official City business and may not be used for personal purposes. I further acknowledge and agree to the following conditions of use:

### By signing below, I understand that:

#### Display Requirements

- The permit must be **displayed face-forward**, hung from the rear-view mirror **while parked**.
- The permit must be **visible at all times** to be valid.
- Failure to display the permit may result in **standard enforcement action**, including citation.

#### Compliance With Posted Signage

- This permit **does not exempt** me from **any posted parking regulations**, including:
  - **street sweeping schedules and signage**
  - **red curbs and fire lanes**
  - **ADA/disabled parking spaces**
  - **driveway and intersection clearance rules**
  - **loading zones**

#### Prohibited Use

- The permit **may not be transferred**, copied, or shared.
- The permit **may not be used** outside of official City business.
- The permit **may not be used** to bypass safety-related parking rules or posted restrictions.

#### Permit Ownership and Return

- The permit remains **City property** at all times.
- The permit must be **returned immediately** upon:
  - separation from the City,
  - completion of contracted work, or
  - **upon request** by the City.
- Misuse may result in **citation, revocation**, and/or **disciplinary action**, if applicable.

Permit Number (Tag #) \_\_\_\_\_

Department Representative \_\_\_\_\_

Permit Holder Name \_\_\_\_\_

Signature \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_