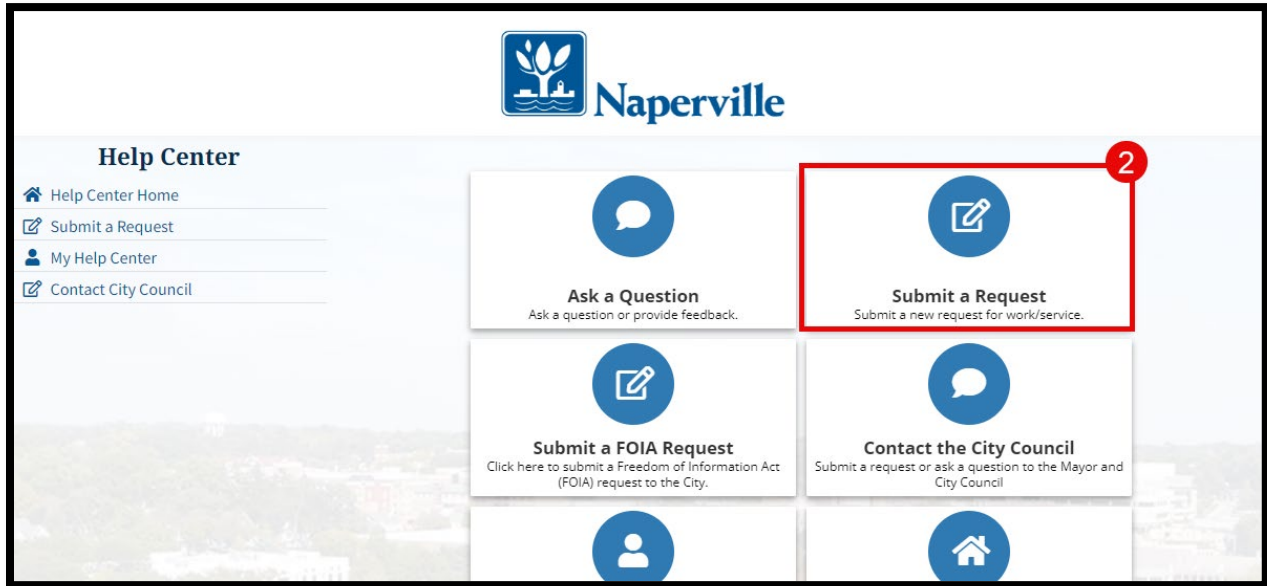


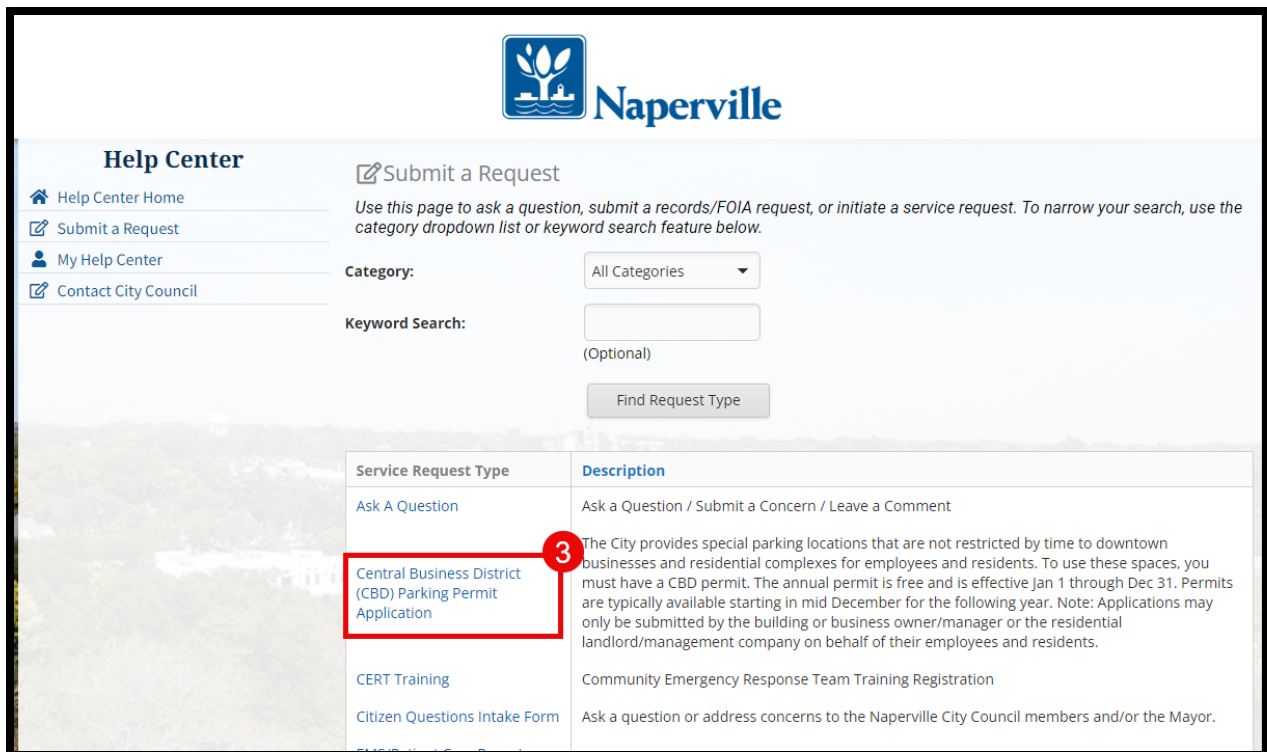
Submitting a CBD Parking Permit Application

1 Go to the City's online [Help Center](#).

2 Click the **Submit a Request** tile.



3 Click the blue **Central Business District (CBD) Parking Permit Application** link.



4 After filing out the form, click the **Submit** button. You will receive an email confirming the City's receipt of the application.

The screenshot displays the Naperville City website's 'Submit a Request' page. At the top, the Naperville logo is visible. Below it, a 'Help Center' sidebar lists links for 'Help Center Home', 'Submit a Request', 'My Help Center', and 'Contact City Council'. The main content area is titled 'Submit a Request' and includes the following information:

- Normal business hours for the City of Naperville are Monday - Friday, 8:00 a.m. to 5:00 p.m. unless specified otherwise in a request. Any request received after hours will be processed the next business day.**
- If your request requires immediate assistance, please contact Customer Care Center at (630) 420-6060.**
- If your request involves the safety or well being of yourself or another person, please call 911 immediately. Otherwise, it will be addressed by the appropriate city staff during normal business hours.**

The form fields are as follows:

- Request Type:** Central Business District (CBD) Parking Permit Application
- Description:** The City provides special parking locations that are not restricted by time to downtown businesses and residential complexes for employees and residents. To use these spaces, you must have a CBD permit. The annual permit is free and is effective Jan 1 through Dec 31. Permits are typically available starting in mid-December for the following year. Note: Applications may only be submitted by the building or business owner/manager or the residential landlord/management company on behalf of their employees and residents.
- Contact E-Mail:*** [Text input field]
- CBD Businesses:** Only businesses located in the central business district (CBD) may purchase CBD parking permits. Applications may only be submitted by the business/building owners or managers. Naperville does not provide permits to individual employees. Businesses may want to consider seasonal employees when obtaining their permits.
- CBD Residential Properties:** Only residential building owners or managers may obtain permit for their own vehicles and/or their tenants' vehicles. Naperville does not provide permits to individual residents. Applicant is required to submit proof of their position with the business or residential complex (typically a business card or lease).
- Permit Type:***
 - Business
 - Residential
- Name of Business or Residential Complex:*** [Text input field]
- Business/Residential Complex Address:*** [Text input field]
- Owner/Manager Name:*** [Text input field]
- Owner/Manager Phone:*** [Text input field]
- # of Permits Requested:*** [Text input field]