

CITY HALL LOT

217 MONTGOMERY ST, SYRACUSE, NY 13202

MONTHLY PARKING PERMIT SYSTEM

THE OWNERS OF THE CITY HALL PARKING LOT HAVE CONTRACTED WITH SYRACUSE PARKING SERVICES, LLC TO MANAGE THE PARKING LOT. PLEASE PURCHASE YOUR MONTHLY PERMIT ONLINE. ANY QUESTIONS PERTAINING TO THE ONLINE PERMIT SYSTEM PLEASE CALL: 315-471-7275

GO TO: WWW.SYRACUSEPARKINGSERVICES.COM

VIDEO TUTORIAL LINK AVAILABLE ON YOUTUBE VIA OUR WEBSITE

*IF PURCHASING AS A COMPANY/GROUP AND NOT AS AN INDIVIDUAL PLEASE CALL 315-471-7275

- 1) Click on: **BUY YOUR MONTHLY PARKING PERMITS ONLINE**
- 2) Click on: **PLEASE REGISTER HERE**, to create your new account. Choose individual.
- 3) Choose your parking location: **CITY HALL LOT**
- 4) Enter your vehicle information required to complete the permit application.
- 5) Be sure to check “auto renew” if you want your permit for more than one month.
- 6) Once SPS MANAGEMENT has approved your permit application, you will receive two emails. The first to change your password, the second to process payment and print the permit. Be sure to check the **Autopay** box for the convenience of paying for future permits automatically.
- 7) Print your permit voucher to display on your dashboard.
- 8) Conveniently update vehicle and credit card information in your online account

MONTHLY PERMIT PAYMENT IS DUE BY THE 3RD OF EVERY MONTH

NON-PAYMENT BY THE 3RD MAY RESULT IN A LATE FEE OR LOSS OF PERMIT



315-471-7275

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