

PARKING PERMIT APPLICATION PROCEDURES

ATTENTION! Our parking permit application has changed, please use these instructions for guidance.

1. Go to brea.thepermitstore.com to start a new application.
2. Click "CLICK HERE" to start a new application.
 - a. *If you are a returning customer, please skip these steps and go to the next page.*
3. Fill in all the required information:
 - a. Username and Password
 - b. Name, Email, Phone number, Brea Address (no PO boxes accepted)
 - c. Click "Add Vehicle" and fill in the appropriate information
 - d. Repeat the previous step to add ALL additional vehicles, (otherwise you may not qualify for a permit).
 - e. Select a Security Question, Security Answer and Password Hint.
4. *Optional – "Upload Attachments"*
 - a. *If you are parking a company vehicle at your residence, you may attach a letter from your employer (on company letterhead) listing the vehicle information, Brea resident name and address.*
 - b. *If you cannot fit your over-sized vehicle in your garage, you may attach a photograph of the vehicle next to the garage.*
5. Click "Create Account"

This process is only an application to qualify for a parking permit. Please allow a 24-hour waiting period for approval. Once your application has been approved, you will receive an email and may log back in to your account to purchase a permit.

*****See instructions on the following page for purchasing a permit*****

HOW TO PURCHASE A PARKING PERMIT

1. Log in to your account at brea.thepermitstore.com
2. First confirm that all "ON SITE PARKING SPACES 2015" have been added to your cart.
3. To add "ON SITE PARKING SPACES 2015" to your cart, click "Add Item"
4. Repeat step 3 until "Spaces Available" equals 0.
5. Under "2015 Annual Permit," click "Add Item."
6. Repeat step 5 to add additional "2015 Annual Permit," if necessary.
7. Click "Proceed to Checkout."
8. Under "Order Details" confirm that order is correct and click "Proceed to Checkout."
9. Under "Permit Information," use the "Vehicle" drop-down menu to assign one vehicle per item, (you may rotate your permit to any of the assigned vehicles).
10. Click "Continue."
11. Under "Payment Options" select method of payment and fill in the appropriate information.
12. Click "Continue."
13. Please confirm your order and click "I Agree" at the bottom of the page.
14. You will then have the option to print out a temporary permit until you receive the sticker (which normally arrives via US Mail within 3-5 business days).
15. Click "Sign out" at the top of the page.

Note: The permit sticker is removable and can be used on any of the passenger vehicles listed in your account. It is to be placed on the lower left (driver's side) corner of the inside windshield, behind the steering wheel.

Questions can be directed to breaparkingpermits@cityofbrea.net