



- New
(Annual Renewal/
New Hire)
- Replacement
(Lost/Stolen)

EMPLOYEE VEHICLE PARKING PERMIT REQUEST FORM

Employee Name

Company Name

Employee Email Address

Employee Phone Number

Employee Street Address

City State Zip Code

VEHICLE # 1 INFORMATION

VEHICLE # 2 INFORMATION

Make

Make

Model

Model

License Plate #

License Plate #

State

State

I have read and agree to the terms below.

Employee Signature

Manager's Signature

Employee Parking Permits are issued at the start of employment and are renewed every year on August 1st for an annual fee of \$140.00. They will be prorated between February 1st and July 31st for a fee of \$80.00. Payment is required in the form of a check or money order made payable to Burlington International Airport, unless otherwise arranged with the Airport Administration. Permits are NON-REFUNDABLE and NON-TRANSFERABLE. **The permit stickers must be displayed inside the bottom left corner of the front windshield when parked in the designated parking area of LOT B, unless otherwise notified by e-mail by the Airport Administration.** When an employee terminates employment at the Airport, the permit must be returned to the Airport organization with whom they were formerly employed immediately.

The speed limit for the parking area is 5 mph and must be observed at all times. Anyone caught driving above the posted speed limits on Airport Grounds will lose all driving privileges at the Airport. Employees **may not park in the employee/crew parking lots for personal travel** and/or use for vehicle storage **without prior permission from Airport Administration**. Employees are responsible for maintaining possession of their parking permit. If the parking permit is lost or stolen there is a **non-refundable replacement fee of \$20.00**. The Airport reserves the right to tow any vehicle that is in violation of these rules, at the owner's expense.

| AIRPORT MANAGEMENT USE ONLY | |
|-----------------------------|------------------------|
| Date Received _____ | Payment Received _____ |
| Permit # Issued _____ | Billed _____ |