



**TOWN OF GUTTENBERG**  
**BUILDING DEPARTMENT**  
**6808 Park Avenue**  
**Guttenberg, NJ 07093**  
**P: 201-868-3647 Ext. 149 or Ext. 107**  
**F: 201-868-3750**



## **Parking Permit**

### **Procedure and requirements to obtain a Resident Parking Permit for the Town of Guttenberg**

#### **Residents Parking Permit requirements:**

- 1) Copy of valid NJ Driver License reflecting the address in the Town of Guttenberg.
- 2) A copy of valid New Jersey motor vehicle registration for the vehicle for which the permit is sought showing an address in the Town Of Guttenberg.
- 3) Insurance ID card
- 4) Check or Money Order payable to the Town of Guttenberg in the amount of \$10.00

#### **Business Parking Permit requirement:**

All of the above documents plus a letter from the company that person work for, make copy of the documents.

#### **Special Parking Permit Requirement:**

For people who own a property in Town and live in another City, or State.

A resident who takes a company car home, need a letter from the Company letterhead stating that they need the car for work.

#### **Temporary Parking Permit Requirements:**

Temporary Parking Permit is issued to residents who recently moved to Guttenberg and have not had the time to change their documents to reflect that they live in Guttenberg.

Temporary permit are also issued if people are using a leased vehicle because their car is being repaired and in a Repair Shop.



**TOWN OF GUTTENBERG**  
**BUILDING DEPARTMENT**  
**6808 Park Avenue**  
**Guttenberg, NJ 07093**  
**P: 201-868-3647 Ext. 149 or Ext. 107**  
**F: 201-868-3750**



After you obtain all the information, you must enter to the computer.

- 1) Click on the Parking Passes Icon and choose the correct one, add all the information required.



BUSINESS PERMIT 2014.Ink



RESIDENT PARKING PERMITS 2014.Ink



SPECIAL PERMIT 2014.Ink



**TOWN OF GUTTENBERG**  
**BUILDING DEPARTMENT**  
**6808 Park Avenue**  
**Guttenberg, NJ 07093**  
**P: 201-868-3647 Ext. 149 or Ext. 107**  
**F: 201-868-3750**



### Parking Lot Requirements:

The person must reside in Town, and have all documents showing the Town of Guttenberg address.

Fill a application form to obtain an space on the parking lot that resident want

Make copy of all documents to keep in records

The monthly rental is \$100.00 shout be paid every fist of each month if the resident make the payment after the 15 of the month a penalty of \$10.00 will be charge.

- 1) Collect the check
- 2) Go to the Parking Lot Icon
- 3) Add the amount to the monthly parking record keeper
- 4) Fill out the receive
- 5) Go to print



**TOWN OF GUTTENBERG**  
**BUILDING DEPARTMENT**  
**6808 Park Avenue**  
**Guttenberg, NJ 07093**  
**P: 201-868-3647 Ext. 149 or Ext. 107**  
**F: 201-868-3750**



Attendance Controller Book:

Employee Absence Tracking calling D.P.W. in a daily basis and visiting all Departments in Town Hall to check if any employee is absence and entering all information collected to the Attendance Calendars..



Easy Schedule Maker 2.Ink