



CITY OF MILLBRAE
Department of Public Works
621 Magnolia Ave., Millbrae, CA 94030
P: (650) 259-2339 Website: www.ci.millbrae.ca.us

Parking Permit Program Instructions

(JULY 2025 – JUNE 2026)

How to Apply

Eligible residents or businesses shall complete the appropriate application along with the permit fee (if required) and submit it by mail, online or in person to the City of Millbrae - Public Works Department.

- For residents, proof of current DMV driver's license for each resident and vehicle registration for each vehicle must be provided as proof of residency in order to obtain a parking permit.
- For businesses, the active business license number issued by the City of Millbrae must be provided on the application.

Mail: Please mail your completed application and required documents to the address:

Public Works Department – Parking Permits
City of Millbrae
621 Magnolia Ave.
Millbrae, CA 94030

Online: Please scan & email your completed application and required documents to email address, parkingpermits@ci.millbrae.ca.us

For payment, complete the attached credit card authorization form and email along with the completed application & required documents.

In person: Please bring your application and required documents and come to the Public Works Department located in City Hall. The address is:

**621 Magnolia Ave.
Millbrae, CA 94030**

We accept credit or debit card, check and cash (Check payable to "City of Millbrae"). We are open Monday to Friday from 9:00 a.m. to 4:30 p.m.

The following is a summary of the key elements of the parking permit program:

1) Effective period

Parking permits expire at the **end of June** each year. The typical fee is **\$29.17** per year for residential parking permit and **\$126.80** per year for commercial parking permit. (See Permit Fee's for more information)

- #### **2)**
- Obtaining a parking permit is strictly voluntary. Designated permit parking is not reserved strictly for permit holders. One (1) and two (2) hour parking limits will apply to those not displaying parking permits. A parking permit does not guarantee or reserve a parking space for a permit holder.

Parking is on a first come, first served basis. Purchasing a parking permit does not guarantee a parking spot.

3) Vehicles displaying parking permits are subject to all other parking restrictions including street sweeping times and accessible parking spaces. A permit does **NOT** exempt a vehicle from MMC 4.15.010 and CVC 22651(k) which permit the removal of a vehicle from a city street or highway if parked or left standing upon the street or highway for more than **seventy-two (72) hours** without significant movement. Any parking permit may be revoked if used contrary to the provision of this policy.

4) The maximum number of permits:

- Outside the immediate downtown area, “A” and “B” parking permits are limited to a maximum of four (4) permits per year per parcel of land.
- Apartments and condominiums in the immediate downtown area are limited to one (1) permit per year. The immediate downtown area includes El Camino Real, Broadway, 1-99 on Chadbourne Ave and 1-199 on Taylor Blvd and Hillcrest Blvd. Residents who reside on Victoria Ave, 1-199 on La Cruz Ave, and 100 block of Chadbourne Ave are limited to a maximum of two (2) permits per year. See below for street list.
- “C” parking permits are issued for commercial and for apartment and condominium residents. The maximum number of “C” parking permits placards issued per commercial address is five (5). Business owners may exchange or rotate the parking permit placard among employees.

5) Permit fees:

Residential

- The first permit is free of charge for residents outside the immediate downtown area. Additional permits are \$29.17 each and are limited to a maximum of four (4) permits per year.
- The first permit is free of charge for residents who reside on Victoria Ave, 1-99 on La Cruz Ave and 100 block of Chadbourne Ave. Additional permits are \$29.17 per year and is limited to one (1) permit per unit.
- The parking permit for apartment and condominium residents is \$29.17 per year and is limited to one (1) permit per unit.
- Parking permits are offer free of charge to residents who are “lifeline” (low-income) customers. A copy of your PG&E or AT&T bill, which list you as a lifeline customer must be attached to your parking permit application each year.

Commercial

- Permit fee is \$126.80 per permit, per year.

6) Replacement:

Broken or lost parking placards will be subject to a **\$29.17** (Residential) or **\$126.80** (Commercial) replacement fee.

7) Parking signs: (Various parking signs are utilized within the City to identify preferential parking.)

- Parking Permit Placards with an “A” can only park in the “A” designated areas.
- Parking Permit Placards with a “B” can only park in the “B” designated areas.
- Parking Permit Placards with a “C” can only park in the “C” designated areas
- Parking Permit Placards with either an “A” or “C” can also park in the “A/C” designated areas.



- 8) Any person selling, fraudulently using, reproducing, or mutilating a parking permit issued in conjunction with the residential parking permit program shall be guilty of an infraction and shall be subject to a citation for each offense and the forfeiture of all permits in conflict, or such other fine or penalty as the City Council may set by ordinance.