

One-Way Car Share Permit Application Process

1. Apply to Become a Qualified Car Sharing Organization (CSO)

- a) 20 or more branded, GPS enabled vehicles
- b) Membership-based organization
- c) Signed qualified CSO application

Timeline: Two weeks

2. Reserve Parking Permits

- a) Obtain or renew Berkeley business license
- b) Read parking permit terms and conditions and choose operational model
 - Free Floating Parking Permit (FFPP)
 - Master Residential Parking Permit (MRPP)
 - Combined FFPP and MRPP
- c) Submit designated service area map
- d) Submit fleet purchase order to reserve parking permits for up to four months

Timeline: Two weeks

3. Submit Signed Parking Permit Application

- a) Fleet vehicle details (i.e., license plate numbers)

Timeline: Two weeks

4. Pay Invoice & Print Master Badge

- a) Pay invoice at least two weeks prior to operation
- b) Printed sample of Annual Bay Area Parking Master Badge
- c) Certificate of insurance
- d) Pick up permits

Timeline: Two weeks

5. (Quarterly Expansion)

- a) Repeat steps 3, 4 (a), and 4 (d)

6. (Annual Renewal)

- a) Complete quarterly reporting, annual true-up and annual survey collection
- b) File a renewal statement
- c) Complete steps 2, 3, and 4, as appropriate