

UPDATED: April 2008

P610 (Extended Parking Privileges)

SPECIAL SERVICE PERMITS

Issued by: Office of the Vice President for Finance & Administration

Approved: April 2008

The University extends extraordinary parking privileges to a limited number of individuals and departments to expedite the work of the department or to recognize a unique need of individuals for short periods of time. Such privileges are authorized by the Parking Enforcement Unit and distributed at the Parking Services window.

Special Service Permits

- Special Service permits are intended for personal vehicles that carry occupants who need to access buildings to accomplish building-related tasks.
- Some examples of building-related tasks are:
 - § Service vehicles (maintenance, construction, telecom, food service, building managers).
 - § Emergency response vehicles (Fire marshals, Police, emergency repair).
 - § Employees who need access to parking spaces/areas which are located near loading zones.

There are two types of Special Permits:

Short-Term:

If you meet the above criteria and require special service parking for **30 days or less**, you can receive a temporary permit through the contracting department or at Student Accounts/Parking Services windows (Administration Building, 2nd Floor Lobby).

Long-Term:

If you would like to apply for a long-term Special Service Permit, please fill-out the [Special Service Permit Application](#) and mail it to: Arthur Shertzer, Suffolk Hall, Room 131, Stony Brook University, Stony Brook, NY 11794-6245. Please be clear on the justification for the permit.

Note: Long-Term Special Service permits will not automatically renew. You must submit a new application.

Special Service Permit holders are authorized to park only in specifically marked Special Service parking spaces. A summary of these Special Service parking spaces is as follows:

Location (Outside of Loading Zone)	Number of Spaces
Administration Building	19
Earth and Space Sciences Building	3
Computer Science Building Loading Zone	2
Across from Student Activities Center	2
Ward Melville Social and Behavioral Sciences Building	3
Frank Melville Jr. Memorial Library	2
Old Chemistry Road / Chemistry Building	4
Heavy Engineering Building	6
Stony Brook Union	3
Fine Arts Building / Staller Center for the Arts	8
Charles B. Wang Center	12
Medical Facility	18
Life Sciences / Centers for Molecular Medicine Buildings	3
Life Sciences / Centers for Molecular Medicine Buildings (Unpaved Lot)	25
Total	110

· Restrictions for Permit Holders:

Unauthorized parking, i.e. parking in a handicapped stall, in a fire lane, on a roadway, sidewalk, on the grass or in wooded areas, is strictly prohibited except as authorized by permit.

INQUIRIES/REQUESTS:

Parking Enforcement
Room 146, Suffolk Hall
631-632 – 2886

Parking Services
254 Administration Building
631-632-9796

RELATED FORMS:

Special Services Permit Application: <http://stonybrook.edu/asafoms/prkf0001>

RELATED LINKS:

<http://www.stonybrook.edu/parking/permits/?specialservice>

RELATED DOCUMENTS:

<http://www.osc.state.ny.us/agencies/gbull/g-126.htm>