



Department of Administration
 Capitol Mall Parking
cms.idaho.gov/parking

**Capitol Mall Parking
 Application for Employee
 ADA Parking Space**
 Form version: Nov 2019



Questions? Call 208-332-1932 or email parking@adm.idaho.gov

Section 1: Eligibility and Requirements

- 1) Capitol Mall (CM) employees with a physical disability may apply for a reserved parking space in a CM parking area (per IDAPA 38.04.04: adminrules.idaho.gov/rules/current/38/380404.pdf).
- 2) Reserved ADA parking spaces are available at the monthly fee for general parking. You must either have a current deduction in place, or pay the fee for each month you need the space.
- 3) A disabled employee requesting a reserved disabled employee parking space must provide either a copy of an Americans with Disabilities Act (ADA) placard issued by the Idaho Transportation Department (ITD) or a copy of the application to the ITD for an ADA placard.

Section 2: Application

All fields required. Missing information may delay processing.

Name (print): _____

Phone Number: _____ Email: _____

Agency Name (not fiscal code): _____

Division and/or Bureau (if applicable): _____

Location (building & office): _____

How long do you need the space? _____

Do you currently have a parking deduction?

- Yes No (include payment for the time period you need the space - \$8/month)

Section 3: Submitting Application

Submit this completed form, required documentation (as per item #3 above), and payment (if required) via email or Statehouse mail (details below). DO NOT submit without proper documentation. When your request has been received, it will be reviewed for completeness, and a space will be set up for you. You will be contacted as soon as the space is ready, unless more information is needed.

SUBMIT: Email to parking@adm.idaho.gov or send via Statehouse mail to: "Capitol Mall Parking"