Policy Statement/Background:

None

Policy:

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 Mobility and Parking Services 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 Parking Services (Stony Brook Union, 2nd Floor).

**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:

Manager of Busing & Transportation Enforcement  
Room 117, Nassau Hall  
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:

<table>
<thead>
<tr>
<th>Location (Outside of Loading Zone)</th>
<th>Number of Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>19</td>
</tr>
<tr>
<td>Earth and Space Sciences Building</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Building Loading Zone</td>
<td>2</td>
</tr>
<tr>
<td>Across from Student Activities Center</td>
<td>2</td>
</tr>
<tr>
<td>Ward Melville Social and Behavioral Sciences Building</td>
<td>3</td>
</tr>
</tbody>
</table>
### 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.

**Definitions:**

None

**Contact:**

Additional information about this policy is available here:

**Mobility & Parking Services**

Enforcement
117 Nassau Hall
Stony Brook, NY 11794
(631) 632-2886
Parking Services
Stony Brook Union, 2nd Floor
Stony Brook, NY 11794
(631) 632-9796

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- Mobility and Parking Services Website
- Special Service Permit Application