

Title: Special Service Permits Policy	Policy Category: Administrative
Issuing Authority: Enterprise Risk Management	Responsibility: Mobility & Parking Services
Publication Date: 11/15/2022	Next Review Date: 11/15/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

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:

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.

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](#)