

Department Official Business Permit

Definition and Purpose

The Official Business Permit (OBP) provides parking options for faculty and staff who need to move across campus to conduct official Institute Business. The OBP allows short-term parking for authorized employees outside of their permit parking zone as outlined below.

Rules and Regulations

- The OBP is supplemental parking access, valid from the date of purchase through August 14th of each year.
- The OBP is not a stand-alone permit. It must be used in conjunction with a valid Georgia Tech Annual Individual, Carpool, Temporary or Retiree permit.
- The OBP may be used by department personnel using their personal vehicles to make deliveries, load/unload equipment, transport supplies or other business-related matters.
- OBP permits must be requested online at <http://pts.gatech.edu/forms>.
- Departments must purchase the OBP using applicable WorkDay worktag account numbers.
- OBP's must be requested annually, and are subject to approval by the Senior Director of Parking & Transportation or his/her delegate.
- The permit provides employees with approval to park in non-residential, ungated locations for up to two and one-half (2½) hours and loading zones or service vehicle spaces for thirty (30) minutes.
- The OBP is not valid in reserved spaces, disability spaces (unless the user has a valid State issued disability permit displayed), visitor/metered lots, no parking zones, gate-controlled lots/decks, the E44 parking zone and Health Services lot.

Restrictions

- Individual permit holders may not request or purchase an OBP. The OBP must be purchased by departments.
- The OBP cannot be used by anyone who is not a holder of an Annual Individual, Carpool, Temporary or Retiree parking permit.
- Permit holders (with a physical hangtag) must display both the OBP and their valid GT parking permit to use OBP parking privileges. The permit holder's vehicle must also be registered in their Driver's Seat account, at <https://driverseat.pts.gatech.edu>.
- Virtual permit holders must register their vehicle in their Driver's Seat account, at <https://driverseat.pts.gatech.edu>, and display the OBP permit to use OBP parking privileges.
- Vehicles parked in service vehicle stalls displaying an OBP in excess of the thirty (30) minute limit will be cited and subject to impoundment.
- Vehicles parked in un-gated general permitted spaces in excess of two and one-half (2½) hours will be cited and subject to impoundment.
- The OBP fee pro-rates one time per month. Current rates are listed on the PTS website at <http://pts.gatech.edu/permits-payment>.
- The OBP is not refundable.
- The replacement fee for lost/stolen OBP's is \$50.
- Vehicles displaying an OBP reported lost or stolen will be cited and subject to impoundment.

Related References

- Annual Individual Parking Permit
- Payment/Refund/Cancellation
- PTS Rates

Effective Date	January 22, 2013
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