

Office Use Only

Replacement Permit # _____

Issuing Officer _____

Receipt # _____

Date Issued _____

Hilton Head Island Airport

120 Beach City Road
Hilton Head Island, SC 29926
Security Office 843-441-5443

Office Use Only

Permit # _____

Issuing Officer _____

Payment _____

Date Issued _____

Employee Parking Permit Application

(Limit of 2 vehicles per permit)

Employee _____ Phone No. _____

Employer/Affiliation _____

Vehicle 1 Information (Registration Required)*

Vehicle Year _____ Make _____ Model _____

Color _____ License Plate No. _____ State _____

Vehicle 2 Information (Registration Required)*

Vehicle Year _____ Make _____ Model _____

Color _____ License Plate No. _____ State _____

Employee Parking Fees (subject to change):

- ✓ Initial Fee: \$30
- ✓ Lost or Stolen Fee: \$50
- ✓ Unreturned Fee: \$50

- The parking permit is authorized only for the vehicle(s) for which it is issued. Vehicle must be owned/operated by employee. Improper usage or transfer may cause the permit to be permanently revoked. Copying the permit is prohibited.
- The parking permit must be displayed on either the rear-view mirror or dashboard while parked in the designated employee parking lot. The permit number must be visible.
- Employees must park in the designated employee lot. When the lot is full, overflow employee parking is in Lot 1.
- Employees are not permitted to park in the General parking lot or gravel spaces unless they pay for parking.
- Vehicles must park in a designated parking space. Any vehicle not parked in a designated space (i.e., on the road shoulder, in a No Parking zone, etc.) is subject to towing at the owner's expense.
- Overnight or long-term parking is prohibited.
- Employees traveling for personal reasons must use the General lot and pay for parking, or
- Long term employee parking is provided free at 154 Beach City Road. Parking permit must be displayed for the vehicle it was issued to when parked in this lot.
- When purchasing a new vehicle, contact the Airport Security office to have the permit updated.

I have read and understand the conditions under which the Employee Parking Permit is issued. Beaufort County Government and Hilton Head Island Airport are not liable for damage or theft to my vehicle, any part of my vehicle or loss of personal articles from the vehicle. I further understand that my vehicle may be towed, at my expense, if I do not follow regulations.

Employee Signature _____ Date _____

Supervisor Approval (signature is required) _____