



14201 Pecan Park Road  
Jacksonville, FL 32218  
Parking Office  
Phone: (904) 741-2277  
Fax: (904) 741-2279

APPENDIX "E"

---

### **Special Move Permit Request**

#### **Only for Bus and Minibus vehicles**

Please send the following information for a special move permit request at least 48 hours prior to your request.

**Please email your request to [kyoung@spplus.com](mailto:kyoung@spplus.com)**

Cost: \$20 per pick up trip.

1. Company name: \_\_\_\_\_  
Owners name: \_\_\_\_\_
2. Address: \_\_\_\_\_ City: \_\_\_\_\_
3. State: \_\_\_\_\_ ZIP: \_\_\_\_\_
4. Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Contact Person & Phone #: \_\_\_\_\_
7. Date of Pick up: \_\_\_\_\_
8. Time of Pick up: \_\_\_\_\_
9. Description of Vehicle: \_\_\_\_\_
10. License Tag number: \_\_\_\_\_
11. Airline & Flight #: \_\_\_\_\_
12. Group Name: \_\_\_\_\_

Please provide a copy of vehicle registration and a copy of your Liability Insurance certificate.