

Standard FAQs

Getting Started

What do I need to get started?

In order to view and/or purchase digital permits, you will first need to create an account. You will need to sign up with either an email address or phone number. ***Please note, permits may have specific eligibility or use criteria and all applications require submitting documents for verification purposes, as follows:*

- All applicants must upload the vehicle registration for the car that will be attached to the permit. Registration must be current.
- If the applicant does not own the vehicle, they must upload a letter from the owner giving permission for the use of the vehicle.
- For all Resident Only Permits – upload a document with your Village address. For example, registration, driver's license, utility bill, lease, etc.
- For Resident 65+ Permits – upload your driver's license for proof of age.
- Business Owner/Employee Permits – upload documents verifying your brick and mortar business in the Village of Larchmont. For example, business card, utility bill, lease, pay stub, etc.

How do I create an online permit account?

- Upon navigation to the Village of Larchmont Parking website landing page, select “Sign-up”
- Enter either a valid email address (use the email you use most often) or your telephone number, preferably your cell phone.
- A 3-digit verification code will be sent to you via your supplied email or as a text to your supplied telephone number. You will be prompted to enter this code to validate your account on the website.
- Create a 4-Digit Pin (equivalent to a password) that you will use for future logins.
- Each permit holder will need to create an individual account.
- *For Business Owners who want to buy Business Day Permits, you must first set up a business account by calling Village Hall at 1(914)834-6230.

Where can I locate available permits online?

Once logged in:

- If you do not already have a permit, upon login you should land on the “View / Add Permits” page that will list all available options.
- If you have a permit, upon login you will see a link to “Add New Permit” above your current or previously active permits.
- If you are on another page, such as the FAQs, select the “View / Add Permits” tab from the top of the page, to view the permit options that are available.

Account

How do I change/update the phone number or email address on my account?

You will need to come in to Village Hall during regular business hours to make this change.

How do I reset my PIN?

To reset your PIN, click the 'Reset PIN' link on the login page. You will receive a verification code to input via email or text which will allow you to reset your PIN immediately. For security reasons all credit cards related to the account will be removed.

How do I update the License Plate associated with my Permit?

You can Log into your online account and quickly make those updates: Select the “View/Add Permits” tab at the top of the page, select the “Manage Permit” link under the permit you would like to update, then select the Edit button next to your current vehicle information. This will open a page that allows you to make updates. Enter the updated vehicle information and click SAVE.

Any other changes to your permit **MUST** be made in person at Village Hall, Monday-Friday during regular business hours.

What do I do if my car is being repaired and I have a loaner vehicle?

You can Log into your online account and quickly make those updates: Select the “View/Add Permits” tab at the top of the page, select the “Manage Permit” link under the permit you would like to update, then select the Edit button next to your current vehicle information. This will open a page that allows you to make updates. Enter the updated vehicle information and click SAVE.

Please note that you will need to repeat this process and add your usual vehicle information back to your permit once you begin using it again. Failure to have updated vehicle information tied to your permit may result in a parking violation.

Digital vs. Physical Permits

How does enforcement know I hold an active permit?

Your permit is now a digital record which is shared in real time with Village of Larchmont Parking Enforcement Officers (PEOs) and police through their wireless handheld devices. Your license plate number is the indicator to enforcement personnel that you are a valid permit holder and not in violation. If your license plate number changes you are required to change it on your permit account as soon as possible (see instructions above). Failure to do so may result in a parking violation.

Payment

How do I add/delete a payment card?

Once you are logged into your Account, select the Payment Tab. Select 'Add Card', then enter and save your new card information. To delete a card, choose the card you wish to remove, then tap 'Delete Card'. You cannot edit an existing card, you would need to delete it and add a new one.

Can I pay for other people's permits?

You may use your credit card to pay for other people's permits, however each permit holder must have their own account in the system.

Parking Location Rules

See Standard Terms & Conditions for general parking regulations that apply to all permits.

What are the specific rules for Train Station Lot #1 Parking?

Lots #1 and 1A are the Connecticut-Bound Lower Parking Lots at the Metro North train station. Permits for this Lot are restricted to Residents Only and one per household.

Please note the following valid parking times for each permit type allowed in Lots #1 and 1A:

- Commuter Day Permits are valid Monday - Friday from 6:00am - 2:00am.
- 24-Hour Permits are valid 24 hours a day, 7 days a week.

What are the specific rules for Train Station Lot # 3 Parking?

Lot #3 is the New York City-Bound Upper Parking Lot at the Metro North train station. Non-Resident Permits in this lot are restricted to two per household.

Parking is not permitted in spaces 101 - 112, 177 - 181, 184 - 185, 201 - 215, 301 - 315 and 401 - 419 on Saturdays from 6am - 2pm, April through December, due to the Farmer's Market. Cars parked in these spaces during those hours may be towed. This rule is subject to change.

Please note the following valid parking times for each permit type allowed in Lot #3:

- Non-Resident Commuter Day Permits are valid Monday - Friday from 6:00am - 2:00am.
- Resident, Non-Resident and Business Meter Permits require payment of a daily meter fee, which is posted on signage in the lot, and are valid Monday - Friday from 6:00am - 2:00am.

What are the specific rules for Palmer Avenue District Parking?

You are permitted to park in Lots #4 (Wendt Avenue - West), #7 (North Avenue) and #10 (Wendt Avenue - East) ONLY during the day. See below for night-time parking exceptions for Lots#1 and 3.

Permits for the Palmer Avenue District Parking are restricted to Residents Only and limited to three per household.

Please note the following valid parking times for each permit type:

- Palmer 24-Hour Permits are valid 24/7 in Lots #4, 7 and 10. Additionally, the night portion of the permit may be used to park in Lot #1 from 4pm – 7am and in Lot #3 from 4pm – 6am.
- Palmer Night Permits are valid 7 nights/week from 4pm – 8am in Lots #4, 7 and 10, from 4pm – 7am in Lot #1, and from 4pm – 6am in Lot #3 and on Saturday from 8am – 4pm in Lots #1, 3, 4, 7, and 10.

What are the specific rules for Boston Post Road District Parking?

You are permitted to park in Lots #5 (Gilder Street) and #6 (Addison Street) ONLY.

Permits for the Boston Post Road District Parking are restricted to Residents Only and limited to three per household.

Please note the following valid parking times for each permit type:

- Boston Post 24-Hour Permits are valid 24/7 in Lots #5 and 6.
- Boston Post Night Permits are valid 7 nights/week from 4pm – 8am and on Saturday from 8am – 4pm in Lots #5 and 6.
- Permits are not valid in the CVS Lot and there is no overnight parking in this lot.

What are the specific rules for Larchmont Business Owner/Employee Parking?

You are permitted to park in Lots #3, 4, 5, 6, 7, 8, and 10. Available only to Village of Larchmont Brick and Mortar business owners and their employees. Business owners must first create an account with the Village Clerk for their business. Permits for owner and employees must be purchased on that account. Call 1(914)834-6230 Monday – Friday during regular business hours to set up a business account.

- Business Day Permits are valid Monday – Saturday from 6am - 2am in Lots #3, 4, 5, 6, 7, 8, and 10.

Troubleshooting

What is causing the system to deny my permit based on an address limit?

Some permit types have a per household limit. If you feel as though you are receiving this error by mistake, please contact the Village at 1(914)834-6230 during regular business hours Monday – Friday.

Why can't I see my Permit when I log into my account?

Please check your login method. In order to access your existing account, you MUST log in using the same method (either by phone number or email address) that was used when creating your account. Otherwise, you will be creating a NEW permit account that is not linked to your existing permits.

If you continue to experience trouble, please call Village Hall at 1(914)834-6230 during regular business hours Monday – Friday.