

Parking on the State Capitol Campus Policy

Applies to: This policy applies to anyone:

- Parking on the State Capitol Campus. This includes the use of government vehicles, private vehicles, and commercial vehicles.
- Overseeing, managing, or enforcing parking on the State Capitol Campus

Information contact: Office of Parking Services, Business Resources Division, Department of Enterprise Services

Governance: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

State law – [2EHB1115 Budget, Sections 1088 and 1101](#)

State law – [RCW 43.01.240 \(3\) Employee parking, limitations](#)

State law – [RCW 43.01.250 Electric vehicles—State purchase of power at state office locations—Report](#)

State law – [RCW 46.19.185 Electric vehicle charging stations—Signage—Penalty;](#)

State law – [RCW 43.19.648: Publicly owned vehicles, vessels, and construction equipment—Fuel usage—Advisory committee—Tires.](#)

State law – [RCW 46.08.172, Parking rental fees -- Establishment](#)

State law – [RCW 79.25.300 Parking Facilities authorized - Rental](#)

State law – [RCW 82.08.050 \(9\) Buyer to pay, seller to collect tax](#)


State rule – [WAC 200-200, State Capitol Grounds Traffic and Parking Regulations](#)

State rule – [WAC 458-20-107: Requirement to separately state sales tax—Advertised prices including sales tax.](#)

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Approved by:  Tara C. Smith, Director

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About this policy

This policy governs the use, management, and control of parking on the Campus. This policy is used together with and supports state law, state regulations, and related Department of Enterprise guidance and procedures.

- Learn more about parking on the campus and other requirements at [Parking](#);
- Read the Capitol Campus parking regulations at [Chapter 200-200 WAC](#);
- Call us at (360) 725-0030 or email us at parking@des.wa.gov;
- Use the online [Capitol Campus Interactive Map](#);
- Read the [Washington State Capitol Campus Parking Strategy Implementation Plan](#);
- Read the [2014 Transportation and Parking Study](#).

Purpose

This policy:

- Allocates limited parking space on the Campus to promote efficiency of use;
- Increases parking capacity on the Campus by reducing the number of reserved parking spaces through space utilization reviews and promoting Commute Trip Reduction (CTR) programs;
- Continues to reduce state subsidization of employee parking;
- Actively manages parking demand to address parker needs and technological opportunities for efficient parking management.

Definitions

These definitions supplement and are in addition to those listed under [WAC 200-200-015 Definitions](#).

Agency means any private or Washington state governmental (Washington State executive, judicial or legislative entity) State Capitol Campus (Campus) tenant;

Accessible means the same as defined by the [Americans with Disabilities Act \(ADA\) Accessibility Guidelines for Buildings and Facilities](#).

Campus means the same as defined by [WAC 200-200-015\(1\)](#);

Disabled parking means parking for people who meet the disability criteria and qualify for special parking privileges as described under [RCW 46.19.010](#). For the purposes of this policy, disabled parking, accessible parking, special parking privileges, and ADA parking are interchangeable.

Electric vehicle means a vehicle with external electrical charging capability. Some examples are plug-in electric vehicles and plug-in hybrid electric vehicles.

Electric Vehicle Supply Equipment (Charging station) means equipment or a parking stall with equipment that charges electric vehicle batteries.

Employee means the same as defined by [WAC 200-200-015 \(4\)](#).

Infraction means a violation of [Chapter 200-200 WAC](#) which results in a citation or a warning issued by a uniformed officer assigned to the Washington State Patrol Capitol Detachment;

Parking Notice means a notice of violation of Chapter 200-200 WAC, including failure to follow directions given in the control and regulation of parking by Parking Services, which results in a notification of violation issued by the Department of Enterprise Services;

Permit means the same as defined by [WAC 200-200-015\(6\)](#). For the purposes of this policy, permit and pass are interchangeable.

Reasonable Accommodation means the same as defined by the [American with Disabilities Act, Title II Technical Assistant Manual \(II-4.3200\)](#);

Reserved parking means a single use occupancy stall set aside for sole use by a specific [individual](#) or set aside for a specific [agency](#) use;

Undue Hardship means the same as defined by the [American with Disabilities Act, Title II Technical Assistant Manual](#).

Visitor means the same as defined by [WAC 200-200-015 \(8\)](#).

Policy

State traffic and parking regulations under [Chapter 200-200 WAC](#) list roles and responsibilities of the director of the Department of Enterprise Services (DES) related to parking activities on the [Campus](#).

Through this policy, the director assigns to the Office of Parking Services general responsibility for oversight and management of parking activities on the Campus. Only the director may grant exceptions to this policy per [WAC 200-200](#).

It is the responsibility of anyone parking or operating a vehicle on the Campus to follow this policy. Lack of knowledge of these parking requirements shall not be grounds for the dismissal of any penalties or infractions for violating these parking requirements. Parking requirements change from time to time. Anyone parking or operating a vehicle on the Campus should review this policy and other requirements located on the [DES Parking Services webpage](#) on a periodic basis.

Violation of any of the parking requirements listed under [Chapter 200-200 WAC](#) may result in one or more of the enforcement actions listed below under [Part 5 Parking Enforcement](#).

DES Capitol Security & [Visitor Services](#) may temporarily modify some of these requirements when necessary for the security and safety of Campus events and activities. See [WAC 200-200-265 Parking Permits for Events taking place on the Capitol Campus](#). See our [Operational Guideline for Activity Parking on the Capitol Grounds](#) for information.

Part 1 Parking Permits

Permits are required for [employee](#) and [visitor](#) parking on the Campus. Limited free visitor parking is available without a permit [in specified areas](#). See the [Campus Rates and Fees Schedule](#).

A. [Employees](#)

You may obtain a daily or monthly permit from the DES [Office of Parking Services](#).

B. [State employee visitors](#)

State employees whose primary duty station is not on the Campus may:

- Obtain authorization from your [agency](#) to use one of its [reserved stalls](#), or
- Display a parking hanger for a stall where a hanger permit is accepted, or
- Purchase a daily parking permit at the pay station meter in the visitor parking lot in which you are parking.

C. [General public visitors](#)

You must purchase an hourly or daily permit at the pay station meter in a campus visitor parking lot and display the permit in your vehicle as directed at the pay station. Visitor parking in metered lots is free in the evenings after 5 o'clock and on the weekends.

Part 2 [Reserved Parking](#)

The Department of Enterprise Services (DES) allocates reserved stalls to agencies. [Agencies](#) are responsible for assigning their reserve stall allocations.

A. [The Office of Parking Services \(Parking Services\) allocates the number of reserved stalls that are available to an agency to assign for a specific use or individual.](#)

Agencies shall, within 60 days of receiving their allocation, assign their allocated stalls and notify Parking Services of reserved parking assignments.

Parking Services may reduce an agency's reserved stall allocation if the agency does not assign reserved stalls within 60 days of allocation.

Parking Services shall reduce all agency reserved stall allotments if reserved parking exceeds 15% of the total parking capacity of the Campus.

B. [Agencies will follow certain priorities when assigning their allotted reserved stalls.](#)

[WAC 200-200-220](#) requires agencies to assign (or reassign) reserved stalls in a certain order. Further, under [RCW 43.01.240\(3\)](#), when there are fewer parking spaces than employees, agencies shall allocate parking equitably with no special privileges given to managers. Because of these requirements, agencies shall assign their allotted reserved stalls using the following order of priority:

1. [Disabled](#) agency employees and state officials when [accessible](#) parking zones do not meet their unique needs (see [Part 4](#) below).
2. Agency sponsored carpools or vanpools consisting of three or more persons per vehicle.
3. Other state employees, state officials, state agencies, and non-state parkers conducting state business with your agency.

4. Agency management of assigned stalls.

C. DES, at its discretion, may place additional restrictions on how agencies assign their allotted reserved stalls.

D. Agencies may request an increase in their reserved stall allocation if an extraordinary need exists.

If an extraordinary need exists, an agency may request from the DES Deputy Director (or designee responsible for overseeing parking on the Campus) an increase in their reserved stall allocation. DES may not approve additional reserved stalls if the increase exceeds the 15% cap

Part 3 Parking in the Legislative Garage

Parking in the Legislative Parking Garage is restricted and limited to certain state elected officials, specific Washington State Patrol troopers, and pre-approved DES maintenance vehicles.

A. The Office of Parking Services considers the following when making parking assignments in the Legislative Garage:

- The safety and security of elected officials, employees, and visitors to the Legislative Building,
- Protection of the infrastructure of the Legislative Building, and
- The orderly succession of executive power as defined in the Washington State Constitution.

B. Consistent with the above considerations, the following are authorized to park in the Legislative Garage:

- Governor for the State of Washington,
- Lt. Governor for the State of Washington,
- Secretary of State for the State of Washington,
- Senate Majority Leader / Senate Minority Leader,
- House Majority Leader / House Minority Leader,
- Assigned Washington State Patrol staff supporting the Legislative Building and the above elected officials, and
- DES maintenance vehicles with prior approval from the Assistant Director of Buildings and Grounds.

Part 4 Accessible Parking Zones

Accessible parking zones are available for individuals with special parking privileges.

A. Vehicles parked in accessible parking zones must display a Department of Licensing (DOL) disabled parker identification.

You may park in an accessible parking zone after DOL has determined you qualify for disabled parking privileges and your vehicle displays at least one of the following:

- License plate for persons with disabilities, or
- Parking placard for persons with disabilities, or
- License plate year tab for persons with disabilities.

If you are a registered parker, your vehicle must also display your current parking [permit](#).

- B. When an accessible parking zone does not meet a disabled [employee's](#) unique needs: Notify your [agency](#) Human Resources (HR) office when an accessible parking zone on the Washington State Capitol Campus does not meet your unique needs.

Your [agency](#), as your employer, is responsible for following the state and federal [reasonable accommodation](#) requirements and the order of priority listed above in [Part 2.B above](#).

We will assist your HR with exploring solutions for addressing your [accessible](#) parking needs. Your HR will determine if a solution is available and [reasonable](#).

Part 5 Parking Enforcement

The Washington State Patrol and the Office of Parking Services enforce parking on the Campus through active management. Active management may ultimately result in issuing parking notices or traffic citations, suspension and/or revocation of parking privileges, and vehicle impoundment.

- A. The Washington State Patrol (WSP) may issue a traffic citation to anyone who violates a parking requirement on the Washington State Capitol Campus (Campus). WSP may remove you from the Capitol Campus grounds for violating parking regulations under WAC 200-200. The district courts of Thurston County have jurisdiction over traffic citations issued by WSP.
- B. If you are a state [employee](#) in violation of this policy, the Office of Parking Services may take one or more of the following actions:
- Report the violation(s) to your [agency](#) with a request that you be notified and directed to comply with the Campus parking rules and regulations;
 - Report the violation(s) and any alleged unauthorized use of state resources to the [Executive Ethics Board](#);
 - Suspend you from obtaining or using a monthly parking permit for parking on the Campus for six months;
 - Impound any vehicle you are driving if found parked on the Campus or at any other state facility under our control;
 - Permanently or temporarily prohibit you from parking on the Campus and at any other state facility under our control;
 - Remove you from a parking waiting list;
 - Seek collection of your unpaid parking permit fees.
- C. If you are not a state [employee](#) and you are in violation of this policy, the Office of Parking Services may take one or more of the following actions:
- Permanently or temporarily prohibit you from parking on the Campus and at any other state facility under our control.
 - Use a collection agency to collect any unpaid parking fees.
 - Impound any vehicle you are driving if found parked on the Campus or at any other state facility under our control.

D. Anyone can request a hearing to challenge our actions.

To request a hearing:

Follow the process and timeframe described under [WAC 200-200-370](#). You may choose to mail your request to the address listed in WAC 200-200-370 or email us at parking@des.wa.gov. We must receive your request within 20 days of our notice to you or the effective date of our action. Otherwise, your right to a hearing is lost.

You may continue to park on the Campus until we have made a decision. If our final order upholds any finding of unpaid parking, you must pay the unpaid amount in order to continue to use Campus parking.

Challenges are limited to the following actions we may have taken against you:

- Issued you a [parking notice](#) as described in [Part 5B](#) above.
- Suspended you from obtaining or using a daily pass or monthly parking permit for parking on the Campus for six months.
- Permanently or temporarily prohibited you from parking anywhere on the Campus and at any other state facility under our control.
- Determined you owe us unpaid parking fees.
- Removed you from a parking waiting list.
- Requested a hearing regarding collection of unpaid parking fees.

Part 6 Parking Fee Schedule

A wide variety of parking is available to anyone parking on the Campus. Most parking stalls require payment and a permit. Limited free [visitor](#) parking is available to those not [employed](#) by the state. Commute Trip Reduction (CTR) parking passes are also available for those individuals who participate in the CTR program and whose primary duty station is located on the Capitol Campus. Paid parking on state-owned land is subject to either retail sales or leasehold excise tax.

A. The Office of Parking Services shall make the current parking fee schedule available on the agency website as described in WAC 200-200.

B. The parking fee schedule shall categorize parking on the campus as one of the following types:

1. Metered parking.
2. Zoned parking.
3. Free parking.
4. [Reserved parking](#)

C. The fee schedule shall clearly identify fees and associated taxes.

Retail Sales Tax

Automobile parking charges for metered parking and zoned parking (categories B.1 and B.2 above) are subject to state and local retail sales tax.

Leasehold Excise Tax (LET)

Reserved, assigned parking spaces for individuals (category 6.B.4 above) are for exclusive use for 30 days or more and are subject to LET. If the total annual rent for such a parking space is \$250 or more, LET applies to

spaces rented by state employees and to those rented by non-state employees such as nonprofits, lobbyists, media, etc. LET is only due on public property.

Tax Free

Free first-come, first-served lots (category [6.B.3](#) above) are at no charge to anyone and are not subject to retail sales tax or leasehold excise tax.

Part 7 Electric Vehicle Charging

[Employees](#) or [visitors](#) may use [charging stations](#) in parking garages or lots to charge [electric vehicles](#). The State of Washington does not assume or imply any liability for damages incurred while using the charging stations.

Vehicles parked at charging stations on the Campus and not connected to the charging station may be subject to citation by the Washington State Patrol. This parking infraction carries a penalty of \$124. See [RCW 46.08.185](#). In certain circumstances, the vehicle may be towed and impounded.

A. Charging stations are available on a first-come, first-served basis.

Charging priority is in the following order:

1. State-owned vehicles.
2. [Employees](#) registered for charging station use with the Office of Parking Services.
3. All other electric vehicles.

If a higher priority vehicle is unable to charge due to occupancy by a lower priority vehicle, we may require immediate relocation of the lower priority vehicle.

B. Unless authorized by the managing entity:

- Privately-owned vehicle charging is limited to four hours per day,
- Vehicles must be relocated when charging is complete,
- Overnight charging of vehicles is limited to state-owned vehicles,
- Vehicles must be connected to the charging station,
- Purchase of a valid parking permit for the parking stall usage is required.

C. Anyone using a charging station shall follow all requirements/permissions posted at the charging station.

Individual charging stations may have site-specific requirements/permissions for use depending on ownership and location of the station.

The managing entity shall post site-specific requirements/permissions at the charging station. Employee and visitors are to adhere to all posted signage for EV charging use.

Standards

[Campus Parking Fee Schedule](#) (DES Standard BR.04.01.S1)

Forms/Instructions

- [Capitol Campus Charging Station Use Acknowledgement Form](#) (DES Form BR.04.01.F1)
- [Request for Reasonable Accommodation for Parking Form](#) (DES Form BR .04.01.F2)

- [Annual Director/Agency Permit Order Form](#) (DES Form BR.04.01.F3)
 - [Parking Registration](#) (online)
 - [Disabled Parking Application for Individuals](#) (DOL Form TD-420-073)
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History

First Effective Date

January 1, 2018

Amended

November 4, 2021: Administrative changes made to address grammatical errors, punctuation, and updates to hyperlinks. Minor content changes were made to align with recent updates to chapter 200-200 WAC. Major changes include the inclusion of electric vehicle charging requirements.

March 8, 2018: Added a new form titled Request for Reasonable Accommodation for Parking

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov