

Durham Police Department  
86 Dover Road  
Durham, NH 03824  
868-2324

# MEMORANDUM

December 3, 2026

TO: Business Parking Permit Holders

FROM: Rene Kelley, Police Chief

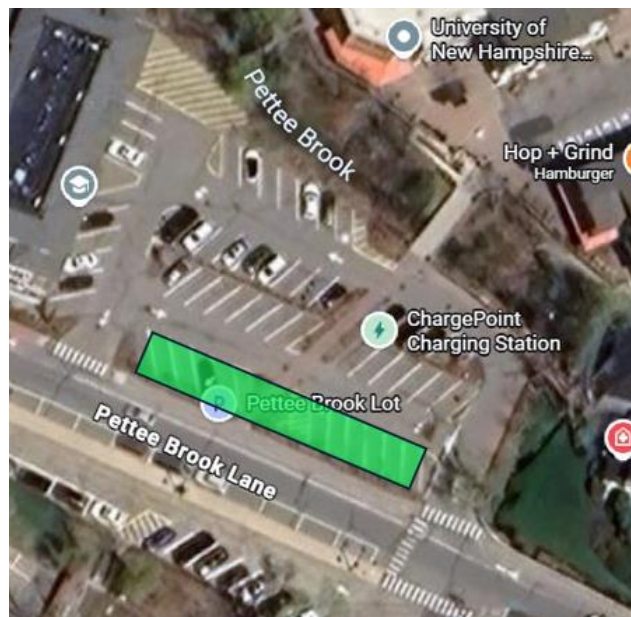
RE: Annual Business Parking Permits

The 2026 Business Parking Permits will go on sale Wednesday, December 17, 2025.

There are a few changes this year to the business parking permits. Most notably, we are operating with a couple of parking pilot programs. You may be aware that there is significant demand for overnight parking. The Town of Durham is opening the 66 Main Street Lot and Dennison Road to overnight parking with a paid permit. As of January 1<sup>st</sup>, 2026, the lot at 66 Main Street will be closed to all parking, except those who have purchased a Downtown Overnight Parking permit. Business parking permit holders will need to park in alternative locations.

To accommodate this change, the following locations have been added to areas that business permits can park:

Pettee Brook Metered Lot, first row from Pettee Brook Lane (highlighted in green below).



Bobcat Corner Lot – formerly known as University Market Lots, first and second row from Pettee Brook Lane (highlighted in green below):



Although we apologize for the inconvenience of change, we believe these additions will potentially better serve business permit customers – putting employees closer to business establishments for when they need to be at work. Additionally, all of the other areas previously available to business permit holders, listed under section II of this memo, remain accessible.

Anyone wishing to make their purchase before the end of the year must be cognizant of the fact that all checks **must be postdated January 1, 2026**, and will not be deposited until after the first of the year.

I have included the ***Business Parking Permit Regulations*** for your information.

# Business Parking Permit Regulations

## I. Purpose

These regulations shall govern the use of parking permits sold to businesses that require parking within the downtown area. The procedure is established to ensure that prime parking spaces are available to the consumers and visitors of the downtown business district while providing parking to the employers and employees of private and governmental entities. The Durham Police Department shall administer this function.

## II. Procedures

Business Parking Permits are sold to businesses that require parking in the downtown area for their employees. The procedures are regulated by the Durham Police with approval of the Town Administrator to ensure that prime parking spaces are available to consumers and visitors of the downtown business district.

Business parking permits will be sold throughout the calendar year in the following manner:

Purchase Month	Business Permit Cost	Permit Refund
January – March	\$200.00	\$150.00
April – June	\$150.00	\$100.00
July - September	\$100.00	\$50.00
October – December	\$50.00	None

Parking permits shall be color coded and valid only within the year purchased.

Displaying a valid business permit hanger will allow parking at the following locations:

- Pettee Brook Permit Lot only – south side
- Pettee Brook Metered Lot – row closest to Pettee Brook Lane
- Madbury Road - east side (all spaces). West side - from Garrison Ave to Madbury Commons entrance
- Bobcat Corner Lot – north side, two rows closest to Pettee Brook Lane
- Cowell Drive
- Woodman Road – north side only between Madbury Road and Dennison Road
- Garrison Avenue Extension
- Strafford Avenue - north side only

There will be no limit placed upon the number of permits sold for these areas.

**Each business owner and/or manager is not required to appear in person but must provide the request for parking permits on official company letterhead and include an email address that will serve as the contact point for all permits issued to this business.**

Permits must be prominently hung from the rearview mirror to allow unobstructed viewing from outside the vehicle.

Permits are valid between the hours of 6:00AM and 12:00AM midnight daily.

There is no guarantee that a parking space will be available at any of the eight areas referenced above. However, parking permits will be valid at all eight locations. Parking on any Town roadway and/or other parking areas does not

excuse the permit holder from applicable parking regulations. It shall be the responsibility of the business establishment to govern the use of each permit assigned to them for the exclusive use of their employees while at the workplace.

Lost or misplaced permits shall be reported to the Police allowing the number on the permit to be voided. Replacement cost is \$10.00.