

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**FREDDIE O'CONNELL  
MAYORNASHVILLE DEPARTMENT OF TRANSPORTATION  
AND MULTIMODAL INFRASTRUCTURE**MEMORANDUM**

TO: Metropolitan Traffic and Parking Commission

FROM: Brent Schultz, Connect Downtown Project Coordinator  
Nashville Department of Transportation and Multimodal Infrastructure

DATE: May 12, 2025

SUBJECT: Downtown Temporary Service Business (DTSB) Permit Program

**BACKGROUND:**

Pursuant to Section 12.48.025 of the Metro Code (Curb Loading Zone Management Program), NDOT seeks to implement the Downtown Temporary Service Business (DTSB) Permit program, a temporary program that will allow service vehicles to park in loading and unloading zones for up to two hours while providing services to businesses located within the Connect Downtown boundaries.

NDOT staff have been working with downtown stakeholders and businesses to develop the program. This new DTSB Permit is intended for use only by service businesses providing services including, but not limited to, electrical, plumbing, HVAC, audio, beer tap systems, audio and lighting, to businesses in the authorized area.

The proposed DTSB Permit Rules and Regulations are attached to this staff report. The DTSB Permit Rules and Regulations include a map describing the geographic area in which the DTSB Permit will be available for use.

**DTSB PERMIT PROCESS:**

The following summarizes the DTSB Permit process:

- Applicants submit an application, required information, and \$100 permit fee.
- Once an application is approved, NDOT will issue the applicant a DTSB Permit, along with two placards that service companies can display on the dashboard of their vehicles while they are performing services to businesses located in the authorized area.

- A DTSB Permit allows service businesses to park vehicles in loading zone areas for up to two (2) hours so long as the service vehicle is displaying a placard. The current time allowed for loading and unloading in loading zone areas is 30 minutes.
- Service vehicles displaying placards must park at the furthest end of a loading zone area.
- For enforcement purposes, the permittee will be responsible for ensuring that the associated placard is placed on a service vehicle dashboard while that service provider is present at the permittee's business.
- The DTSB permit rules will be primarily enforced by NDOT.
- Misuse or abuse of placards may result in revocation of the DTSB Permit.
- Property owners or businesses located in the authorized DTSB Permit area that have access to private loading docks or private loading zones are not eligible for DTSB Permits.

#### PROGRESS REPORTING & NDOT REVIEW:

NDOT staff will review the DTSB Permit program on a regular basis, both the application process and actual field usage by permittees and will update the Traffic and Parking Commission regarding program performance on a quarterly basis.

#### STAFF RECOMMENDATION:

**NDOT recommends that the Metropolitan Traffic and Parking Commission approve the Rules and Regulations for Downtown Temporary Service Business Permit attached hereto.**

# NASHVILLE DEPARTMENT OF TRANSPORTATION & MULTIMODAL INFRASTRUCTURE

## RULES AND REGULATIONS FOR DOWNTOWN TEMPORARY SERVICE BUSINESS PERMIT

Promulgated by the Metropolitan Traffic and Parking Commission  
Pursuant to Metropolitan Code of Laws § 12.48.025.  
Adopted on the 12<sup>th</sup> day of May 2025.

<b>SECTION: 103 Traffic &amp; Parking Commission</b>	<b>POLICY NUMBER:</b> 103.002.2025
<b>SUBJECT: Downtown Temporary Service Business (DTSB) Permits</b>	<b>SUPERSEDES:</b>
<b>SUBMITTED BY:</b>  <b>REVIEWED BY:</b>  <b>APPROVED BY:</b>	<b>APPROVED DATE:</b>
<b>APPLICABLE CODES/ORDINANCES: Metropolitan Code of Laws Section 12.48.010, et seq.</b>	

**EFFECTIVE DATE:** The date of filing with the Metropolitan Clerk.

### Section 1. Purpose.

To allow service vehicles to park in loading and unloading zones for up to two hours while providing services to businesses located within the authorized Downtown Temporary Service Business Permit (DTSB) program boundaries shown in attached map.

### Section 2. Definitions

This new DTSB Permit is intended for use only by service businesses providing services including, but not limited to, electrical, plumbing, HVAC, audio, beer tap systems, audio and lighting, to businesses in the authorized program geographic boundaries in attached map. The DTSB permit does not apply to delivery companies.

### Section 3. DTSB Permit Program Boundaries.

DTSB permits are only valid within the Connect Downtown study area boundaries. See attached map.

#### **Section 4. DTSB Permit Issuance and Use**

- a) DTSB Permits may be issued at the discretion of the NDOT Director, or his or her designee, following his or her approval of an application and the applicant's payment of a \$100 DTSB Permit fee.
- b) DTSB Permits allow service businesses doing business within the geographic boundaries set forth in the attached map to park their service vehicles and equipment within loading and unloading zones for up to two (2) hours.
- c) DTSB Permits entitle the applicant to up to two DTSB placards that they can then give to service businesses with whom they are doing business to place on the dashboard of the service company's vehicles.
- d) Property owners or businesses located in the authorized DTSB Permit area that have access to private loading docks or private loading zones are not eligible for DTSB Permits.
- e) It is the responsibility of DTSB permittees to ensure that service companies display a DTSB placard on their service vehicle dashboards while providing services. Placards shall be easily visible and in public view.
- f) Vehicles displaying the DTSB Permit placards must park at the furthest end of a designated loading zone area, minimizing disruption to other vehicles using the same loading zone.
- g) The DTSB Permit placards shall be visually distinguishable from other NDOT-issued permits by color, assigned number, and NDOT identifier.
- h) The DTSB Permit does not authorize general parking, active loading, or unloading, but rather only authorizes service businesses to park in a certain loading zone while they are providing services to downtown businesses within the designated DTSB Permit Program area boundaries map attached.

#### **Section 5. DTSB Initial Application and Annual Renewal Fee**

The initial application fee for a DTSB Permit is \$100. Annual renewal fees for a DTSB permit are \$100. Two placards will be issued per DTSB Permit.

#### **Section 6. DTSB Permit Application Information**

Property owners or businesses applying for DTSB Permits shall submit an application providing the following information:

- a) Property owner and/or business owner contact information including name, title, business address, telephone number, and email address.
- b) Property owner and/or business owner representative contact information including name, title, business address, telephone number, and email address.
- c) List of service businesses that provide services to the business that will utilize issued DTSB placards. Such service business information provided shall include the name of company, service or repair type, business address, telephone number, and email address, and contact person information, including name, title, business address, telephone number, and email address.

**Section 7. Revocation of DTSB Permit/Reissuance of DTSB Permit and Loss of Permit/Placard.**

- a) The DTSB Permit is a temporary permit program. DTSB Permits issued may be revoked at any time at the discretion of the NDOT Director, or his or her designee, following 14 days' written notice to the permittee. A DTSB permit or placard may be revoked for reasons including but not limited to misuse, lack of curb availability, traffic safety concerns, or program elimination, among other factors. Appeals of permit/placard revocation may be submitted to the Traffic and Parking Commission for consideration within 14 days of receipt of a notice of revocation.
- b) After six months of time has elapsed from a DTSB Permit revocation date, a new DTSB Permit may be reissued at the discretion of the NDOT Director, or his or her designee. The reissuance fee for the DTSB Permit shall be \$100. Replacement of lost permit/placards shall require payment of a \$100 per permit/placard replaced.

**Section 8. Violations.**

- a) To preserve the integrity and functionality of the DTSB Permit Program, strict compliance with program requirements is mandatory. Both service providers using DTSB placards and permittees responsible for the distribution and oversight of those placards are subject to enforcement action for violations of these DSTB Permit rules and regulations or Sections 12.48.030 and 12.48.050 of the Metropolitan Code of Laws.
- b) NDOT is primarily responsible for enforcing these DTSB Permit rules and regulations. Approved permittees and service providers must abide by all applicable state and local laws regarding traffic and parking. Violations of any such laws may result in citations and associated fines, as set forth in the Metropolitan Code of Laws, and revocation of DTSB Permits.
- c) The following are violations of the DTSB Permit Program:
  - i. Exceeding the DTSB Permit two-hour parking limit;
  - ii. Parking outside of designated DSTB Permit loading zones;
  - iii. Failing to visibly display a valid DTSB placard within a designated DTSB Permit loading zone;
  - iv. Using a DSTB Permit placard while not actively providing service to a participating downtown business;
  - v. Use of placards by unauthorized service providers; and,
  - vi. Non-compliance with all applicable state and local laws regarding traffic and parking.
- d) Violations will result in a citation directly to the vehicle operator. These citations are enforceable under the Metropolitan Code of Laws and may include fines or other legal consequences. Repeated violations by the same vehicle or service provider will be recorded and reported to the corresponding permittee.

**Section 9. Penalties.**

- a) On the first violation, the permittee will receive a formal warning from NDOT, and the related service provider will be subject to citation.
- b) If a second violation occurs by any related service businesses, the DTSB Permit will be immediately revoked, and the permittee will be required to return all issued placards.
- c) Following revocation, a permit may be reissued to the permittee at the discretion of the NDOT Director, or his or her designee, after a six-month waiting period, and the payment of a \$100 reissuance fee. A third violation will result in permanent ineligibility for the permittee to reapply for or participate in the DTSB Permit program.

**Section 10. DTSB Permit Denials.**

Within 30 days of notification of denial of a DTSB Permit application, the applicant may submit a written request to the NDOT Director, or his or her designee, for reconsideration. Such request must include evidence that the service business provides services to businesses located within the authorized DTSB area. The NDOT Director, or his or her designee, shall not unreasonably deny requests that provide evidence that the service business listed in the application provides necessary services to eligible property owners and businesses within the DTSB authorized area. Should the NDOT Director, or his or her designee, deny the applicant's request for reconsideration, that applicant may appeal to the Traffic and Parking Commission for reconsideration.

**Section 11. DTSB Permit Program Modifications.**

The NDOT Director, or his or her designee, may change the designated amount of time in which service vehicles with placards may park in loading zones, in accordance with MCL §§ 12.48.030 and 12.48.050. NDOT staff will advise the Traffic and Parking Commission, erect proper signage, and notify permittees in writing of any such adjustments.

**Section 12. Severability.**

The provisions of these Rules and Regulations are declared to be severable and if any section sentence, clause or phrase of these Rules and Regulations shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sentences, clauses, and phrases of these Rules and Regulations, but they shall remain in effect, it being the intent of the Traffic and Parking Commission that these Regulations shall stand notwithstanding the invalidity of any provision.

**Section 13. Effective Date.**

These Rules and Regulations shall take effect on the date that they are filed with the Metropolitan Clerk.

# Downtown Temporary Service Business (DTSB) Permit Program Boundaries Map

