



# READING POLICE DEPARTMENT

15 Union Street • Reading, Massachusetts 01867

Emergency Only: 911 • All Other Calls: (781) 944-1212 • Fax: (781) 944-2893

December 9, 2025

Dear Business Associate,

The New Year is approaching and it is time to purchase your Reading Employee Parking Pass for 2026 Season. There are various locations around Town that are designated as 'Two Hour or All-Day Parking with Employee Pass'. I have attached a Map of the Downtown Parking. Please note all spots highlighted in Blue are designated for Employee Parking. These spaces are open to anyone who has purchased the Employee Parking Placard.

The Employee Placards will go on sale **December 16th**. Businesses will be allowed to purchase up to Twenty (20) parking passes for \$240.00/each at that time. Once we receive the placards they will be sent out in the mail. If you require additional passes please email me and let me know how many extra passes you will need at [eballard@readingma.gov](mailto:eballard@readingma.gov) after 2/1/2026.

To purchase these passes online please go to: [readingma.gov](http://readingma.gov) click on Licenses & Permits, then the Police page or you may scan the QR code below.



Placards can still be purchased in person if you prefer by printing the attached application and bringing it into the Police Station as in the past.

For additional information regarding purchasing of Employee Parking Passes please contact me, Erika Ballard, Parking Clerk at the contact information listed below.

Regards,

Erika Ballard

M-T-W 8am to 4:30 pm, Th 8am to 4pm, Fri closed

(P) 781-942-6642 (Email) [eballard@readingma.gov](mailto:eballard@readingma.gov)

**2026 TOWN OF READING  
APPLICATION FOR *EMPLOYEE* PARKING PERMIT**

***PASSES \$240.00 EACH EXP 12/31/26  
(PRINT OR TYPE ONLY)***

**NAME OF BUSINESS** \_\_\_\_\_

**NUMBER OF PARKING PASSES (Up to 20 PER BUSINESS)** \_\_\_\_\_

***ADDITIONAL PASSES MAY BE PURCHASED STARTING FEBRUARY 1<sup>ST</sup> 2026 LEFT  
OVER PASSES WILL BE GIVEN ON A FIRST COME FIRST SERVE BASIS.***

**BUSINESS ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**CONTACT PERSON & PHONE NUMBER** \_\_\_\_\_

**SIGNATURE OF BUSINESS OWNER** \_\_\_\_\_

***PLEASE INDICATE IF YOU WOULD LIKE THE PLACARD MAILED OR PICKED UP  
AT POLICE STATION*** \_\_\_\_\_

***Please note:***

- Do not block driveways***
- Do not block fire hydrants***
- Do not park within 20 feet of an intersection***

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**THIS SECTION FOR OFFICE USE ONLY**

**PLACARD#** \_\_\_\_\_ **YEAR** 2026 \_\_\_\_\_

**DATE APPLICATION RECEIVED** \_\_\_/\_\_\_/\_\_\_

**FEE RECEIVED\$** \_\_\_\_\_ **CASH OR CHECK #** \_\_\_\_\_

**SIGNATURE FOR PLACARDS:** \_\_\_\_\_