When you visit our online purchase site, you will see a page that looks like below:

If you have purchased parking decals or golf permits in the past, either in person or online, your name/account will probably already exist in our database. To make sure you are not creating a duplicate account, please begin by following these instructions:

- Click on **LOGIN**
- Click on **Forgot Password**

- Enter the **EMAIL** address you think is associated with your account and click **SUBMIT**

If you see the following message on your screen after clicking SUBMIT, this means you already exist in the database and don't need to create a login:

- You will receive an email that looks like the picture below. Click on the link and proceed to "reset your password" (Note-if the link does not automatically open a browser, highlight the link address and past in your browser)

If you get the message stating *the email address entered does not exist* (see below), this means your email address could not be found in the system, and you will need to SIGN UP and create an account before proceeding with the permit request process:
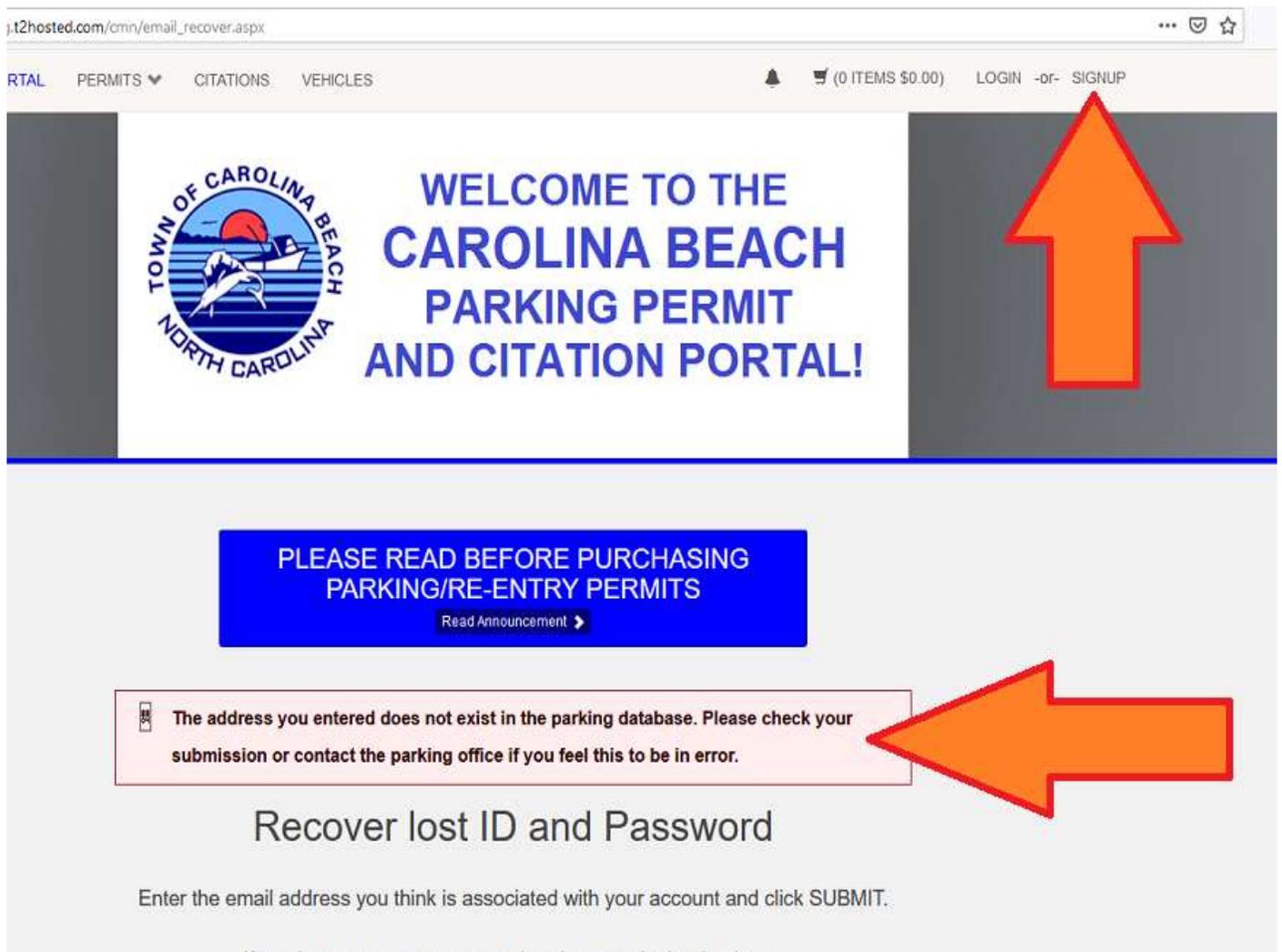
- Once you have reset/established your password OR signed up and created an account, click **LOGIN** again and use your email and new password to access the online purchase program.
- You will know you are logged in because you will see "Welcome, Your Name!" in the right hand corner of the screen.
- Once you have logged in, click on the **PERMTS** down arrow and choose **PERMIT REQUEST**

- Select the Type of Permit/Decal you want to purchase
- Check the box agreeing to terms and regulations
- Click **NEXT**

- This page is where you will upload your documents (you can take a picture with a smart phone or scan them to a folder on your computer).
- For each document that you upload, you will need to click on the CHOOSE/BROWSE button, then upload/attach the documents. Remember, you will need a copy of the vehicle registration for each automobile you are purchasing decals for.
- Once you have completed uploading all documents, enter your email address
- Click SUBMIT

Read Announcement >

Permit Request

ALL permit requests require

that related documentation must

be uploaded with your permit request:

Property Owners/Permanent Residents:

PARKING PERMITS:
- Driver's License
- Current Vehicle Registration(s)
- Proof of ownership/residency (current utility or tax bill with CB address listed, or copy of lease)

GOLF CART PERMITS-all items listed for Parking Permits above AND:
- Completed and signed Golf Cart Permit Application. **CLICK HERE** for blank application.

Non-Residents:

PARKING PERMITS:
- Driver's License
- Current Vehicle Registration(s)

FOR GOLF CART PERMITS-all items listed for Parking Permits AND:
- Completed and signed Golf Cart Permit Application. **CLICK HERE** for blank application.

Documentation-please upload in .jpg,.jpeg,.bmp,.pdf,.gif, or.png formats

Upload your documents here

Driver's License/ID
Browse... No file selected.

Vehicle Registration
Browse... No file selected.

Lease, Deed or Utility Bill
Browse... No file selected.

Golf Cart Application
Browse... No file selected.

Email
TOCBEACH@GMAIL.COM

* indicates a required field

Submit

- You will then get a message indicating that your permit request has been received and you should receive an email from one of our billing representatives authorizing you to purchase a permit
- If any documents are missing, or they need something else, you will get an email stating your request was not approved.

WELCOME TO THE CAROLINA BEACH PARKING PERMIT AND CITATION PORTAL!

PLEASE READ BEFORE PURCHASING PARKING/RE-ENTRY PERMITS
Read Announcement ❯

Permit Request Confirmation

Thank you for requesting the following permit:

Resident/Owner Parking Permit

Our Customer Service Representatives will review your documentation and verify your residency status. You will recieve an email receipt authorizing you to purchase your permit. The email will be sent to TOCBEACH@GMAIL.COM within 3 to 5 business days.