

PBOT AREA PARKING PERMITS – REQUIRED SUPPORTING DOCUMENTS

Residents

- **Proof of Residence** – All applicants must provide proof of residence in the zone for which they are applying. Documents accepted as proof:
 - o Lease or rental agreement
 - o Bank statement
 - o Credit card bill
 - o Utility bill

The proof must be dated within 30 days of the application and include the applicant's name and address.

Printed copies of e-bills are acceptable.

- **Vehicle Registration** – Applicants must provide current, state-issued vehicle registration for each vehicle or motorcycle they wish to purchase. The last name on the registration must match the last name of the applicant. If the vehicle is registered to someone other than the applicant, with a different last name, such as a relative or an employer, the applicant must provide a notarized letter from the registered owner stating that the applicant is the primary driver of the vehicle. The parking permit will be issued to the license plate number on the registration and is not transferable to another vehicle.
- **Supplemental Forms** – Some zones require additional forms and information. These are included in the application for those zones.

Businesses

- **Proof of Occupancy** - All applicants must provide proof of business occupancy in the zone for which they are applying. Documents accepted as proof:
 - o Lease or rental agreement
 - o Bank statement
 - o Credit card bill
 - o Utility bill

The proof must be dated within 30 days of the application and include the business name and address.

Printed copies of e-bills are acceptable.

- **Employee Roster** – The number of permits issued to the business is calculated based on the total number of employee hours. Applicants must provide a payroll record or list of employees with hours worked (maximum of 40 per week per employee). Refer to business application for allotment for that zone.
- **Supplemental Forms** – Some zones require additional forms and information. These are included in the application for those zones.