



## NONPROFIT PARKING PERMIT APPLICATION

The Nonprofit Parking Permit is for use by 501(c)3 organizations to accomplish official agency business that could not be accomplished without a special parking permit. This permit is not intended to serve as a substitute for off-street parking or to make ordinary parking simply more convenient.

### 1. APPLICANT INFORMATION

Nonprofit: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of service provided: \_\_\_\_\_

### 2. SUPPORTING DOCUMENTS

Please read the following carefully, and attach the required documents to your application.

#### a. Proof of nonprofit status

Letter from the IRS stating the agency's status as a 501(c)3 organization.

#### b. Statement of Purpose

A written statement on organizational letterhead to demonstrate:

- Your organization's current status as a charitable organization
- That your organization provides broad-based services that benefit the community at-large
- That use of private vehicles is necessary to perform services

### 3. PERMIT INFORMATION

Please provide license plate number(s) to be displayed on permit(s):

\_\_\_\_\_  
(If no license plates are listed, permit will be for 'any vehicle displaying'.)

Permits are \$70.00 each. Permits are valid July 1 – June 30.

Permit quantity: \_\_\_\_\_ x \$70.00 = \_\_\_\_\_ (total cost)

### READ AND SIGN ON REVERSE

#### FOR OFFICE USE ONLY

Permit Number(s): \_\_\_\_\_ Invoice Number:

\_\_\_\_\_

#### 4. PERMIT USE AND CONDITIONS

Any vehicle bearing this permit may park without fee at any metered space (except 15 minute) for a maximum of 1 hour; for 15 minutes at 15 minute meters, except where government vehicles are prohibited.

This permit must be clearly displayed in the lower center of windshield when service is performed. This permit remains the property of the City of Portland and must be surrendered upon demand by any authorized officer. It is unlawful to display this permit in any vehicle other than that which it is issued, and then only when the vehicle is parked as specified above. **THIS PERMIT MAY NOT BE USED IN COMBINATION WITH OTHER PERMITTED PARKING.**

Violators of these conditions shall be penalized as follows:

1st violation: Penalty as imposed by Court Authority

2nd violation: Penalty as imposed by Court Authority, plus 10 days suspension

3rd violation: Penalty as imposed by Court Authority, plus 30 days suspension

4th violation: Penalty as imposed by Court Authority, plus revocation of permit

Failure to surrender a suspended permit within 10 days of the date of our notification to you will result in the cancellation of that permit for the remainder of the year. **Continued noncompliance may result in an examination of whether permits will be issued to you in the future.**

#### 5. SIGNATURE

By signing below, I confirm that I have read and agree to the conditions above and that the information on this form (and any supplemental information) is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### PAYMENT METHOD

**To expedite processing, make check or money order payable to City of Portland.**

To pay by credit card, check here  and provide email address: \_\_\_\_\_.

You will receive an invoice from Portland Parks and Recreation requesting payment by credit card for your parking permit. *Please allow an additional 5-7 business days for processing if paying by credit card.* If an email address is not provided, your application will be returned to you.

**Mail completed application, required documents and payment to:  
PBOT Parking Permits, 1134 SW 5<sup>th</sup> Avenue, Portland, OR, 97204**

Walk-in address: 111 SW Columbia St., Ste. #660

Open Monday through Friday from 8am – 5pm. Closed last Thursday of the month from 1pm – 5pm.

Fax: 503-823-2515

**Incomplete or illegible applications will be returned.**

Questions? Call 503-823-2777



The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.