

### APPLICANT INFORMATION

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Suite # \_\_\_\_\_ Portland, Oregon 972 \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### REQUIRED DOCUMENTATION

- PROOF OF OCCUPANCY:** All applicants must provide a copy of a rental contract **or** utility bill.
- This proof **must be dated within the past 30 days** and include your business name and address.
- EMPLOYEE ROSTER:** Attach a list of all employees on the payroll who work at this business location. The roster must include the hours **each** person works per week (maximum 40 hours/person).
- Businesses in Zone M may purchase permits for up to 80% of their Full Time Equivalent (FTE).
  - To calculate your allotment, use the formula below. Add all full/part time employee hours worked at this location per week, divide the number by 40, multiply the number by .8 (round up if not a whole number).

full/part-time total hours per week = \_\_\_\_\_ ÷ 40 = \_\_\_\_\_ x .80 = \_\_\_\_\_ (total # of permits): \_\_\_\_\_

### ORDER PERMITS

Permit Type	Quantity	Cost Each	Total Cost
Annual Business Permit \$180.00 each   pro-rated to \$90 after March 1			
Daily Scratch-Off Permits (10 scratch-offs per book) Limit of 10 books per address per permit year		\$10	
<b>TOTAL DUE</b>			

READ AND SIGN ON REVERSE



*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.*

## ACKNOWLEDGMENT

By applying for this permit and signing the application, the undersigned agrees to the following:

- All the information on this form (and any supplemental information I have provided) is true and correct.
- If any permits are lost or stolen, I will pay a replacement permit fee.
- I authorize the parking permit program administrator to verify any information contained herein.
- The business permit(s) assigned to employees and scratch off permits may only be used for the purposes of conducting business.
- To assign any scratch off permits I obtain to persons only during periods when they are actually visiting my business.
- To immediately surrender any rights to use any permit(s) if the business relocates outside of the permit area.
- All permits remain the property of the City of Portland and will be revoked if improper use is demonstrated.

Signature		Date
-----------	--	------

### PAYMENT

Make check or money order payable to: City of Portland.

To pay by credit or debit card, write your card information in the space provided at the bottom of this page.

CREDIT CARD CHARGES WILL READ "PORTLAND PARKS AND RECREATION."

Mail completed application, supplemental documents and payment to:

**PBOT Parking Permits, 1134 SW 5<sup>th</sup> Avenue, Portland, OR 97204**

**\*Note: business office is closed the last Thursday of each month from 1pm - 5pm**

Or submit via fax: 503-823-2515 | Incomplete applications will be returned

Area parking permits issued by mail only | Questions? Call 503-823-2777

### CREDIT OR DEBIT CARD PAYMENT (Visa, Master Card, Discover, American Express)

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

Name on card: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_