

APPLICANT INFORMATION

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

REQUIRED DOCUMENTATION

<input type="checkbox"/> PROOF OF OCCUPANCY All applicants must provide a copy of a rental contract or utility bill. <ul style="list-style-type: none"> This proof must be dated within the past 30 days and include your business name and address. 	<input type="checkbox"/> EMPLOYEE ROSTER Attach a list of all employees on the payroll who work at this location, including the hours each employee works per week (maximum 40 hours per employee). If only ordering one permit, a roster is not required.	<input type="checkbox"/> IF ORDERING MORE THAN 30 PERMITS, YOU MUST COMPLETE A MANDATORY TRANSPORTATION MANAGEMENT SURVEY SURVEY CAN BE FOUND ONLINE AT: www.nwportlandparking.com/TDMsurvey
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ORDER PERMITS

Businesses in Zone M may purchase permits for up to 80% of their Full Time Equivalent employees (FTE)
 To calculate your allotment, use the formula below. Add all full/part-time employee hours, divide the number by 40, multiply by .80 and round up if not a whole number. **BUSINESSES MAY NOT ORDER MORE THAN 50 PERMITS.**

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

Permit Type	Quantity	Cost Each	Total Cost
Annual Business Permit (maximum of 50) \$195 pro-rated to \$97.50 after March 1, 2020		\$195	
Discounted Transportation Wallet If your calculation allows you to have more permits than you are ordering, you may receive wallets at a discounted price (value of \$767) For information: WWW.TRANSPORTATIONWALLET.COM		\$25	
Daily Scratch-Off Permits (10 daily passes per book) Limit of 10 books per address, per permit year		\$15	
TOTAL DUE			

For office only Permit Number(s): _____ Invoice Number: _____

ACKNOWLEDGEMENT

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

- The permit does not convey any privileges other than that of exceeding the posted permit zone visitor limit.
- The permit does not exempt or waive any other provisions of any City Code, Ordinance or the City Charter. Please review Public Right-of-Way Parking, City Code Chapter 16.20 rules and regulations.
- All the information on this form (and any supplemental information I have provided) is true and correct. I authorize the parking permit program administrator to verify any information contained herein.
- If any permits are lost or stolen, I will pay a replacement permit fee.
- The business permits and scratch off permits assigned to employees and visitors may only be used for the purposes of conducting business at the permitted address.
- 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.
- If I order a discounted Transportation Wallet in lieu of a parking permit, I cannot trade back during the permit year, even if the contents of the Transportation Wallet remain unused.

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 5th 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 City of Portland is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact 503-823-5185, Relay: 711