



ZONE M BUSINESS PARKING PERMIT APPLICATION

Permits are valid September 1 – August 31

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 location, including the hours **each** employee works per week (maximum 40 hours per employee). If only ordering one permit, a roster is not required.

ORDER PERMITS

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, divide the number by 40, multiply by .80 and round up if not a whole number. This is the maximum number of permits you may order.

Maximum Order of Transportation Wallets Cannot Exceed 20

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

Permit Type	Quantity	Cost Each	Total Cost
Annual Business Permit \$180.00 each pro-rated to \$90 after March 1			
Transportation Wallet- combined business permit and Transportation Wallet cannot exceed permit allotment (determined in "Order Permits")		FREE	
Daily Scratch-Off Permits (10 scratch-offs per book) Limit of 10 books per address per permit year		\$15	
TOTAL DUE			

READ AND SIGN ON REVERSE

FOR OFFICE USE ONLY

Permit Number(s): _____ Invoice Number: _____

ACKNOWLEDGEMENT

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 the permit is lost or stolen or the license plate number changes, to pay a \$15 replacement fee.
- Authorize the parking permit program administrator to verify any information contained herein and authorize my landlord to release such information as to authenticate my place of residence.
- To assign any guest permits to persons **only** during periods when they are **visiting** my residence.
- To immediately surrender any rights to use any permit(s) if I move outside of the permit area.
- If I move within the permit area, including within the same apartment building or complex, I agree to notify the Bureau of Transportation within three (3) days in order to continue using my permit(s).
- All permits remain the property of the City of Portland and will be revoked if improper use is demonstrated.

Signature		Date
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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 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.