

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

## ZONE I

### BUSINESS AREA PARKING PERMIT APPLICATION

#### 1. APPLICANT INFORMATION

Business Name: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_

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

#### 2. CALCULATE NUMBER OF PERMITS

The number of annual business permits available to your business is calculated from the payroll information you submit. Zone I businesses may purchase up to 50% of the total FTE. To calculate your allotment:

- Add total number of employee hours per week (maximum 40 per employee): \_\_\_\_\_
- Divide total number of hours by 40: \_\_\_\_\_ This is your total FTE.
- Multiply total FTE by .5 and round up: \_\_\_\_\_ This is your maximum number of permits.

#### 3. SELECT NUMBER AND TYPE OF PERMITS

Annual permits are valid January 1 – December 31.

Permit Type	Quantity	Cost Each	Total
Annual Business Permit (maximum as determined in section 2) \$60.00 each. Pro-rated to \$30 after July 1.			
Annual Guest Permit (maximum one per address) \$60.00 each. Pro-rated to \$30 after July 1.			
<b>TOTAL</b>			

#### 4. SUPPORTING DOCUMENTATION

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

##### a. Proof of Business Location

All applicants must provide proof of business occupancy for the address listed in Section 1. Acceptable items for proof are a rental agreement or lease, bank statement, credit card bill, or utility bill.

This proof must be dated within the past 30 days and include the business name and address. Proof provided will be subject to verification.

##### b. Employee Roster

You must provide a current payroll record or list of employees and their hours worked (maximum 40 per week per employee).

##### c. Off-street Parking Form

The number of off-street parking spaces (e.g. a garage) available to you reduces the number of permits for which you are eligible. Please complete and sign the attached Zone I off-street parking declaration form.

**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.*

**5. SIGNATURE**

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 guest 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

**6. PAYMENT**

Make check or money order payable to City of Portland.

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

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

The City of Portland accepts Visa, Master Card and American Express.

Card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_\_/\_\_\_\_ Name on card: \_\_\_\_\_

Card Billing Zip Code \_\_\_\_\_ Credit card charges will read "Portland Parks and Recreation"

# AREA PARKING PERMIT

## OFF-STREET PARKING DECLARATION

For Zones F, H, I

In the interest of preserving the livability of your neighborhood, your Neighborhood Association and Parking Committee requires all applicants in Zones F, H and I to declare the number of available off-street parking spaces. The number of resident permits allowed per address will be reduced proportionately by the number of off-street parking spaces. This does not affect guest permit allotment.

### Off-street Parking Space Definition

An off-street parking space includes parking lots, parking structures, garages, carports, driveways without carports or garages, and any other legal parking space on private property.

### **Please complete the following information:**

Number of vehicles owned at this address: \_\_\_\_\_

Number of off-street spaces available: \_\_\_\_\_

I confirm that the information above is true and correct

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

Please complete, sign and return this form along with your completed application, payment, and required proofs. Applications submitted without this information will be returned. Information provided on this form will be subject to random verification. If you have any questions regarding this rule or completing this form, please call Jay Rogers at (503) 823-5412.