

PBOT

PORTLAND BUREAU OF TRANSPORTATION

ZONE U BUSINESS AREA PARKING PERMIT APPLICATION

APPLICANT INFORMATION

Business Name: _____

Business Address: _____

Mailing Address: _____

Contact Name: _____

Phone: _____ Email: _____

CALCULATE NUMBER OF PERMITS

The number of annual business permits available to your business is calculated from the payroll information you submit. Zone U businesses may purchase up to 100% of the total FTE. To calculate your allotment:

- Add total number of employee hours per week (maximum 40 hours per employee): _____
- Divide total number of hours by 40: _____ This is your total FTE and your maximum number of business permits.

ORDER PERMITS

Annual permits are valid February 1st – January 31st

Permit Type	Quantity	Cost Each	Total
Annual Business Permit (maximum as determined in section 2) \$75.00 each. Pro-rated to \$37.50 after Sept 1.			
Annual Guest Permit (maximum one per address) \$75.00 each. Pro-rated to \$37.50 after Sept 1.			
Daily Scratch Off Permits \$15 for a book of 10		\$15.00	
TOTAL DUE			

SUPPORTING DOCUMENTATION

Proof of Business Location

- Attach a copy of a current lease or a utility bill and black-out personal information.
- The proof must be dated within the past 30 days and include a 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.

FOR OFFICE USE ONLY

Permit Number(s): _____ Invoice Number: _____

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

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.