

PBOT

PORTLAND BUREAU OF TRANSPORTATION

ZONE G BUSINESS PARKING PERMIT APPLICATION

APPLICANT INFORMATION

Business Name: _____

Business Address: _____ Suite #: _____ Portland, Oregon 972 _____

Mailing Address: _____

Contact Name: _____

Phone: _____ Email: _____

REQUIRED DOCUMENTS

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.

YOU MAY ORDER PERMITS FOR UP TO 70% OF YOUR FULL-TIME-EQUIVALENT EMPLOYEES

To calculate your allotment, use the formula below. Add all full/part-time employee hours, divide the number by 40, multiply by .70 and round up if not a whole number. This is the maximum number of permits you may order.

Full/part-time total hours per week = _____ ÷ 40 = _____ x .70 = _____ (total # of permits): _____

YOU MAY OPT OUT OF YOUR PARKING PERMIT(S) TO RECEIVE FREE TRANSPORTATION WALLETS!

For more information on Transportation Wallets, visit transportationwallet.com. The Transportation Wallet will be issued in lieu of a parking permit, it cannot be returned at a later date even if the contents of the Transportation Wallet remain unused.

ORDER PERMITS

	Quantity	Cost Each	Total Cost
Annual Business Permits \$370 each pro-rated to \$185 after November 1			
Transportation Wallet Combined business permits and Transportation Wallets cannot exceed permit allotment determined in calculation above.		FREE	
Daily Scratch-Off Permits (10 scratch-offs per book) Limit of 10 books per address, per permit year		\$15	
TOTAL DUE			
<input type="checkbox"/> Requesting permit holders (FREE) quantity: _____			

READ AND SIGN ON REVERSE



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. I authorize the parking permit program administrator to verify any information contained herein.
- If any permits are lost or stolen, I agree to pay a replacement fee of \$15.
- The business permit(s) assigned to employees and scratch off permits may only be used for the purposes of conducting business at the location listed on the application.
- 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.
- The Transportation Wallet will be issued in lieu of a parking permit. Any Transportation Wallets issued will be active from May 1, 2019 – April 30, 2020, they cannot be exchanged for a parking permit at a later date, 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.

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

MAIL COMPLETED APPLICATION, SUPPLEMENTAL DOCUMENTS AND PAYMENT TO: PBOT PARKING PERMITS, 1134 SW 5TH AVENUE, PORTLAND, OR, 97204

Walk in address: 111 SW Columbia St, Ste 660, Portland, OR 97201

Office open Monday – Friday from 8am – 5pm, closed the last Thursday of the month from 1 -5pm.

To submit via fax: 503-823-2515

Incomplete applications will be returned. Questions? Call 503-823-2777

or email parking@portlandoregon.gov (emails are public records, do not email payment information).



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.