



ZONE G BUSINESS PARKING PERMIT APPLICATION

Permits are valid May 1 – April 30

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 G may purchase permits for up to 70% of the FTE.

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.

MAXIMUM ORDER OF 20 TRANSPORTATION WALLETS

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

Permit Type	Quantity	Cost Each	Total Cost
Annual Business Permit \$300 each pro-rated to \$150 after November 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: _____

ACKNOWLEDGMENT

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.
- The Transportation Wallet will be issued in lieu of a parking permit. Any Transportation Wallets issued will be active from May 1, 2018 – April 30, 2019, they cannot be exchanged for a parking permit at a later date.
- 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 scratch off permits I obtain to persons only during periods when they are 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.