

### 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.

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

Permit Type	Quantity	Cost Each	Total Cost
<b>Annual Business Permit</b> \$300 each   pro-rated to \$150 after November 1			
<b>Transportation Wallet-</b> combined business permit and Transportation Wallet cannot exceed permit allotment (determined in "Order Permits")		FREE	
<b>Daily Scratch-Off Permits</b> (10 scratch-offs per book) Limit of 10 books per address per permit year		\$15	
<b>TOTAL DUE</b>			

**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.*

## 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

Make check or money order payable to: City of Portland.

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

CREDIT CARD CHARGES WILL READ "PORTLAND PARKS AND RECREATION"

Return completed application, supplemental documents and payment to:

**Mail:** PBOT Parking Permits, 1134 SW 5<sup>th</sup> Avenue, Portland, OR 97204

**Walk-ins:** 111 SW Columbia St, Ste 660, Portland, OR 97201

**Fax:** 503-823-2515

Incomplete applications will be returned | Questions? 503-823-2777

#### CREDIT OR DEBIT CARD PAYMENT (Visa, Master Card, Discover, American Express)

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

Name on card: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_