

## COMMERCIAL PARKING PERMIT APPLICATION

A Commercial Parking Permit is intended for businesses with delivery and/or loading needs whose vehicles do not meet the definition of a commercial vehicle under City Code 16.20.220.

### 1. APPLICANT INFORMATION

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

\_\_\_\_\_

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

### 2. PERMIT INFORMATION

Please provide license plate number(s) to be displayed on permit(s):

\_\_\_\_\_

(If no license plates are listed, permit will be for 'any vehicle displaying'.)

Permits are \$600 each annually (July 1 – June 30). Permit price is pro-rated quarterly. Refer to table below for current price.

Date Permit Purchased	Price
July 1 – September 30	\$600
October 1 – December 31	\$450
January 1 – March 31	\$300
April 1 – June 30	\$150

Permit quantity: \_\_\_\_\_ x \$ \_\_\_\_\_ (current permit price) = \_\_\_\_\_ (total cost)

READ AND SIGN ON REVERSE



FOR OFFICE USE ONLY

Permit Number(s): \_\_\_\_\_ Invoice Number:

\_\_\_\_\_

**3. PERMIT USE AND CONDITIONS**

- Any vehicle bearing this permit may occupy a 15 minute metered space for not more than five (5) minutes, and any other metered space for not more than twenty (20) minutes without payment of meter fee. May occupy truck loading zones for a maximum of 30 minutes while loading and unloading. May not park where government vehicles are prohibited.
- This permit must be clearly displayed in the lower center of windshield when service is performed. This permit remains the property of the City of Portland and must be surrendered upon demand by any authorized officer. It is unlawful to display this permit in any vehicle other than that which it is issued, and then only when the vehicle is parked as specified above. **THIS PERMIT MAY NOT BE USED IN COMBINATION WITH OTHER PERMITTED PARKING.**
- This permit may not be used in addition to time on the meter.
- Violators of these conditions shall be penalized as follows:
  - 1st violation: Penalty as imposed by Court Authority
  - 2nd violation: Penalty as imposed by Court Authority, plus 10 days suspension
  - 3rd violation: Penalty as imposed by Court Authority, plus 30 days suspension
  - 4th violation: Penalty as imposed by Court Authority, plus revocation of permit
- Failure to surrender a suspended permit within 10 days of the date of our notification to you will result in the cancellation of that permit for the remainder of the year. **Continued noncompliance may result in an examination of whether permits will be issued to you in the future.**

**4. SIGNATURE**

By signing below, I confirm that I have read and agree to the conditions above and that the information on this form is true and correct.

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, 1120 SW 5<sup>th</sup> Ave, Ste. #1331  
Portland, OR 97204**

Customer Service Address: 1120 SW 5th Ave, Ste. #100  
Open Monday through Friday from 8am – 5pm. Closed last Thursday of the month from 1pm – 5pm.  
Fax: 503-865-3283

**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.*