

## MAINTENANCE PARKING PERMIT APPLICATION

The Maintenance Parking Permit is an annual permit for the use and occupancy of metered zones by commercial vehicles ONLY while legitimately engaged in maintenance, service, or repair work that necessitates that the vehicle be near the jobsite.

### 1. APPLICANT INFORMATION

Firm name: \_\_\_\_\_

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

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

\_\_\_\_\_

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

### 2. PERMIT INFORMATION

Permit will read:

WHILE PERFORMING MAINTENANCE WORK, MAY PARK IN ANY METERED SPACE (EXCEPT 15 MINUTE) WITHOUT TIME LIMIT, 8 AM - 7 PM ALL DAYS. MUST HAVE FIRM NAME ON BOTH SIDES OF TRUCK OR VAN. MAY NOT PARK IN RESTRICTED ZONES OR WHERE GOVERNMENT VEHICLES ARE PROHIBITED.

Permits are \$1,380 each annually (July 1 – June 30).

Permit price is pro-rated monthly. Please call 503-823-2777 for current price.

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**

- Permit holder may, while performing maintenance work, park in any metered space (except 15 minute) without time limit, 8 a.m. – 7 p.m., all days. May not park in restricted zones or where government vehicles are prohibited.
- **This annual permit may not be used at building remodels or new construction.** The City of Portland will revoke the permit of any firm found using their permit in these circumstances.
- Permanent or magnetic signs, with the name of the company in letters at least 2” high must be displayed on both sides of the truck or van.
- This permit may not be used in Truck Loading Zones or at any curb space not regulated by either a parking meter or pay station.
- 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.**
- 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      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.*