

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

## ZONE C BUSINESS PARKING PERMIT APPLICATION 2020-2021

### 1. APPLICANT INFORMATION

Business Name: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_

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

### 2. The following changes to Zone C permit program will be in effect for the 2020-2021 permit year:

No more than one Business Permit will be issued to any licensed business address. An applicant is not eligible for a business permit if a resident permit has been issued to that address. Copies of business licenses will be required for business permit applications. Non-resident property owners will no longer be allowed annual business permits. Instead, they will be able to purchase daily permits.

### 3. SELECT NUMBER AND TYPE OF PERMITS

Annual permits are valid October 1 – September 30.

Permit Type	Quantity	Cost Each	Total
Annual Business Permit (maximum of 1 per business) \$75.00 each. Pro-rated to \$37.50 after April 1.	1		
Daily Scratch Off Permits \$15 for a book of 10 permits Maximum of 6 books per permit year.		\$15	
		<b>TOTAL</b>	

### 4. SUPPORTING DOCUMENTATION

Please read the following carefully, and attach the required documentation to your application.

#### a. Proof of Business Location

All applicants must provide proof of business occupancy for the address listed in Section 1. Acceptable items for proof are a rental agreement or lease, bank statement, credit card bill, or utility bill. This proof must be dated within the past 30 days and include the business name and address. Proof provided will be subject to verification.

#### b. Employee Roster

You must provide a current payroll record or list of employees and their hours worked (maximum 40 per week per employee).

#### c. Business License

You must provide a copy of your business license.

READ AND SIGN ON REVERSE



### FOR OFFICE USE ONLY

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

## 5. 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.
- 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 actually 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, 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.*