



# ZONE D FORM BUSINESS AREA PARKING PERMIT EMPLOYEE ROSTER

### Instructions for completing form:

1. Fill out the form in the web browser.
2. Click the print button.
3. Choose "save as PDF".
4. Save the form to your device, give it a name you can easily locate.
5. Log into the online permit system. Follow the prompts.
6. On step 4, you will click "choose file".
7. Find the file saved to your device.
8. Double click on the file to upload it to the online permit system.
9. Note that when the file has been successfully uploaded, it will say "submitted".

## 1. APPLICANT INFORMATION

**Business Name:**

**Address:**

## 2. CALCULATE NUMBER OF PERMITS

The number of annual business permits available to your business is calculated from the payroll information you submit below (#4 Employee Roster). Zone D businesses may purchase up to 50% of the total FTE. To calculate your allotment:

- a. Total number of employee hours per week calculated from #4 Employee Roster (maximum 40 hours per employee):
- b. Divide total number of hours by 40. This is your total FTE:
- c. Multiply total FTE by .5 and round up. This is the maximum number of permits you are allowed to purchase:
- d. Total number of permits you will purchase:

## 3. 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.
- I authorize the parking permit program administrator to verify any information contained herein.
- The business permit(s) assigned to employees may only be used for the purposes of conducting business.
- To immediately cancel my permit(s) if the business relocates outside of the permit area.
- All permit(s) will be canceled and vehicles will be subject to citation if improper use is demonstrated.

Signature (*Type your full name*)

Date:



The City of Portland ensures meaningful access to city programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request these services, contact 503-823-5185, City TTY 503-823-6868, Relay Service: 711.

## 4. EMPLOYEE ROSTER - Hours work per week maximum is 40 per employee

No.	Last Name	First Name	Hours work per week
1.			
2.			
3.			
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# PBOT

PORTLAND BUREAU OF TRANSPORTATION

No.	Last Name	First Name	Hours work per week
44.			
45.			
46.			
47.			
48.			
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# PBOT

PORTLAND BUREAU OF TRANSPORTATION

No.	Last Name	First Name	Hours work per week
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89.			
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130.			

Total Number of Employee Hours:

Please submit additional roster pages if you have more than 130 employees.



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