ZONE M BUSINESS PARKING PERMIT APPLICATION
Permits are valid September 1 – August 31

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.

☐ IF ORDERING MORE THAN 30 PERMITS, YOU MUST COMPLETE A MANDATORY TRANSPORTATION MANAGEMENT SURVEY
SURVEY CAN BE FOUND ONLINE AT: www.nwportlandparking.com/TDMsurvey

ORDER PERMITS

Businesses in Zone M may purchase permits for up to 80% of their Full Time Equivalent employees (FTE)
To calculate your allotment, use the formula below. Add all full/part-time employee hours, divide the number by 40, multiply by .80 and round up if not a whole number. BUSINESSES MAY NOT ORDER MORE THAN 50 PERMITS.

Full/part-time total hours per week = ________ ÷ 40 = ________ x .80 = ________ (total # of permits): ________

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Quantity</th>
<th>Cost Each</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Business Permit (maximum of 50)</td>
<td></td>
<td>$195</td>
<td>pro-rated to $97.50 after March 1, 2020</td>
</tr>
<tr>
<td>Discounted Transportation Wallet</td>
<td></td>
<td>$25</td>
<td>If your calculation allows you to have more permits than you are ordering, you may receive wallets at a discounted price (value of $767) For information: <a href="http://WWW.TRANSPORTATIONWALLET.COM">WWW.TRANSPORTATIONWALLET.COM</a></td>
</tr>
<tr>
<td>Daily Scratch-Off Permits (10 daily passes per book)</td>
<td></td>
<td>$15</td>
<td>Limit of 10 books per address, per permit year</td>
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<td></td>
<td></td>
<td></td>
<td>TOTAL DUE</td>
</tr>
</tbody>
</table>

For office only  Permit Number(s):__________________________ Invoice Number:__________________________
ACKNOWLEDGEMENT

By applying for this permit and signing the application, the undersigned agrees to the following:

- The permit does not convey any privileges other than that of exceeding the posted permit zone visitor limit.
- The permit does not exempt or waive any other provisions of any City Code, Ordinance or the City Charter. Please review Public Right-of-Way Parking, City Code Chapter 16.20 rules and regulations.
- 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.
- If any permits are lost or stolen, I will pay a replacement permit fee.
- The business permits and scratch off permits assigned to employees and visitors may only be used for the purposes of conducting business at the permitted address.
- 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.
- If I order a discounted Transportation Wallet in lieu of a parking permit, I cannot trade back during the permit year, even if the contents of the Transportation Wallet remain unused.

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**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.

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Mail completed application, required documents and payment to:

PBOT Parking Permits, 1120 SW 5th 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

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The City of Portland is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact 503-823-5185, Relay: 711