



Central Albany Parking Area



1. Applicant Information

Business Name: _____

Business Address: _____

Mailing Address: _____

Contact Name: _____

Phone: _____ Email: _____

2. Number of Permits

The number of business permits available to your business is calculated from the payroll information you submit.

- Number of employees on payroll: _____
- Multiply total employees on payroll by .15: _____ (Visitor Parking Permits)

3. Select Number and Type of Permits

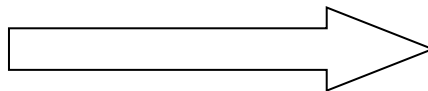
Permit Type	Quantity	Cost Each	Total
Employee Parking Permits		\$5	
Guest Parking Permits		\$5	
		Total	

4. Supporting Documents

a. Employee Roster

You must provide a current payroll record or list of employees.

Read and Sign on Reverse



For Office Use Only

Employee Permit Number(s): _____ Guest Permit Number(s): _____

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.
- I have read and understand Albany Municipal Code 13.21.112.
- If any permits are lost or stolen, I will pay a replacement fee.
- I authorize the Albany Police Department to verify any information contained herein.
- The business permit(s) assigned to employees shall only be used for the purposes of conducting business.
- To assign any guest 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 Albany and will be removed if improper use is demonstrated.

Signature

Date

Payment Methods

By Mail: Check or money order payable to City of Albany.

In Person: Check, money order, or credit card.

**Mail or hand deliver completed application, required documents and payment to:
Albany Police Department, 2600 Pacific Blvd SW, Albany, OR 97321
8:00am – 5:00pm**

Incomplete or illegible applications will be returned.
Questions? Call 541-917-7680