BALTIMORE CITY PARKING AUTHORITY, INC.

OFFICIAL BUSINESS PARKING PERMIT APPLICATION

Agency Information

Agency Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Agency Head: _____ Telephone: ( ) _____

Permit Holder Information (Fill in every field, or form will be returned)

Name: _____

Office Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: ( ) _____ Cell Telephone: ( )_____ (Optional)

Email: _____

Vehicle Make/Model: _____ Tag Number: _____

Permit Justification

Detailed reason why the applicant requires the use of an Official Business Parking Permit: (Include historical data and anticipated frequency of use)

_____

_____

_____

_____

ACCOUNT BUDGET NUMBER:

CHECK NUMBER:

I confirm that I will comply with the provisions hereby prescribed in obtaining the Official Business Parking Permit. (See provisions on back of this application)

_____ ___/_____/_____

Applicant's Signature Date

I authorize the issuance of the Official Business Parking Permit to the applicant based on the use and frequency he/she identified in this application.

_____ ____/____/_____

Agency Head Date

For Use of the PABC Administrative Office:

Permit Number: ____ Date Received: __/__/____ JE#: _____ Prepared by: ____ Date: ____/___/___

Date Issued: ___/__/____ Approved by: _____ Date: ___/__/____

OVER

OFFICIAL BUSINESS PARKING PERMIT

This permit grants authorization to the permit holder to park at a City meter (on-street) **FOR THE DESIGNATED TIME PERIOD SPECIFIED ON THAT METER ONLY**. This permit is to be used for doing City business throughout the City and **NOT** to be used for daily parking at an employee's or applicant's office. The permit is not transferable, without the prior written consent from the Baltimore City Parking Authority. This permit prohibits parking within the following restrictions:

No Stopping/Standing,
Peak Hour Restrictions,
Bus Stops,
Designated Reserved Parking Areas,
Snow Emergency Routes (Phase II Snow Emergency Plans),
Impede the Movement of Pedestrians,
Impede the Free Flow of Traffic.
Truck Loading Zones
Passenger Loading Zones
Reserved Spaces for the Handicap,
Residential Permit Parking Areas,
Cabstands,
Fire Lanes / Hydrants

PLEASE NOTE:

1. **The Official Business Permit MUST NOT be used for daily parking by a City or quasi-governmental agency employee or any applicant coming in to work at their office. It is to be used for doing official City business throughout the City.**
2. **The Official Business Permit MUST BE AFFIXED to the DRIVER'S LOWER LEFT-HAND SIDE of the windshield with the self-adhesive provided.**
3. **A 26-digit account number, (not including the dashes), MUST be in the account field. (Missing numbers will result in the application being returned)**
4. **ALL fields on the application must be filled in to avoid delays in processing.**

The applicant assumes full responsibility for this permit and for any violations, penalties and fines assessed for the misuse of the permit. If the applicant is found in violation or abusing this permit, the Baltimore City Parking Authority reserves the right to revoke the use of this privilege at any time without refund.

The permit remains the property of the Baltimore City Parking Authority and must be surrendered upon demand.

If the applicant receives any citations while utilizing this permit, he or she must forward a copy of that citation along with the permit number to: **Parking Fines, PO Box 13327, Baltimore, Maryland 21203**

If you have any questions or concerns regarding the use of this permit, please call (443) 573-2800.