



**PARKING**  
OF BALTIMORE CITY  
AUTHORITY

**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 the 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 not transferable, without the prior written consent from the Baltimore City Parking Authority, Inc. 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. **ALL fields on the application must be filled in to avoid delays in processing.**
2. **A 26-digit account number, (not including the dashes), MUST be in the account field. (Missing numbers will result in the application being returned)**
3. **The Official Business Permit must be affixed to the DRIVER'S LOWER LEFT-HAND SIDE of the windshield with the self-adhesive provided.**

The applicant assumes full responsibility for this permit and for any violations, penalties and fines assessed for the misuse of the permit. The Baltimore City Parking Authority, Inc. reserves the right to revoke the use of this privilege at anytime without justification.

The decal remains the property of the Baltimore City Parking Authority, Inc. a representative for the Mayor and City Council of Baltimore, and must be surrendered upon demand.

If the applicant receives any citation 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