



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**DEPARTMENT OF TRAFFIC AND PARKING**  
 133 Holland St, Somerville, MA 02144  
 Tel: 311 or from outside Somerville (617) 666-3311  
 www.parksomerville.com

## Business Parking Permit Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Complete business mailing address & zip code:

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

License Plate: \_\_\_\_\_

Check box if you have current Business Parking Permit

### NUMBER IN ORDER OF PREFERENCE:

On-Street Parking

Desired location: \_\_\_\_\_

Off-Street Parking:

(Davis Square) Buena Vista Road Lot

(Davis Square) Grove Street Lot

between Highland Avenue and Elm Street

(Davis Square) Rite Aid Lot

(Magoun Square) Magoun Square Lot

### SHIFT:

1<sup>st</sup> Shift (8am-6pm)

2<sup>nd</sup> Shift (6pm-3:30am)

Other (list hours, 10hr maximum)

*Two-shift permits are required for periods over 10 hours; fee will be charged as TWO permits*

### Application must include following:

- Copy of Vehicle Registration**  
Must be a Massachusetts (or neighboring state) vehicle registration. Permits not issued if outside Massachusetts commuting distance.
- Copy of payroll stub or statement on employer letterhead confirming employment**
- If paying by mail, include check or money order.**

### ADDITIONAL INFORMATION:

- On-Street Permits issued on annual basis (\$150/year).
- Off-Street Permits issued in increments of three, six, or twelve months (\$100/month).
- You will be charged the cost of TWO permits for shift times exceeding 10 hours.
- While attempts are made to accommodate location requests, assignments are based on availability.
- You will be contacted by email upon approval of your application.
- Applications that include payment will have the permits sent by mail and **MUST** include complete address information. You may also pay in person at the Traffic and Parking Office when you pick up your permit. Check, cash or credit card payment accepted.
- **ALL** outstanding parking tickets must be PAID before application is processed.
- Permits are non-transferable and non-refundable.
- Permit applications are accepted by email or standard mail.
- Contact Barbara Sullivan to submit permits/questions:
  - Email: [bsullivan@somervillema.gov](mailto:bsullivan@somervillema.gov)
  - Phone: 617-625-6600 ext. 7935