



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 Program Employer Visitor Permit

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

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

Company: \_\_\_\_\_

Complete business mailing address & zip code:  
\_\_\_\_\_

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

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

Check box if you have current Business Parking Permit

### NUMBER IN ORDER OF PREFERENCE:

\_\_\_ On-Street Parking

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

### 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:

- Proof of business ownership (company letterhead, business card, etc.)
- If paying by mail, include check or money order.

### ADDITIONAL INFORMATION:

- On-Street Permits issued on annual basis (\$200/year) or quarterly basis (\$50/three months).
- 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.
- Permits are non-transferable and non-refundable.
- No replacement for lost permit
- 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