



**CITY OF SOMERVILLE  
TRAFFIC AND PARKING DEPARTMENT  
OFFICE OF THE PARKING CLERK**

133 Holland Street  
Somerville, MA 02144  
Phone: 617-625-6600  
[ParkSomerville.com](http://ParkSomerville.com)

# **BUSINESS PARKING PROGRAM EMPLOYER VISITOR PERMIT**

<b>COST:</b> \$200/year or \$50/three months	<b>DURATION:</b> Twelve or three months
<b>HOURS:</b> During specified shift (maximum 10 hour period), unless otherwise posted	<b>LOCATION:</b> Indicated on permit

## **WHO IS ELIGIBLE?**

- Somerville employers who would like to purchase permits for temporary employees or visitors.

## **WHAT INFORMATION IS NEEDED?**

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

## **HOW DO YOU APPLY?**

- You may apply in person, by mail or by email. Send the completed application, needed information and payment to the Traffic and Parking Office. Permits are picked up in person or mailed.
- Applications that include payment will have the permits sent my 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.
- You will be contacted by email upon approval of your application.

## **ADDITIONAL INFORMATION**

- 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.
- Permits are non-transferable and non-refundable.

### **QUESTIONS?**

**Barbara Sullivan**

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