

Commercial Load/Unloading Zone Permit

You may deliver your application to the Parking Clerk's office at 1 Junkins Avenue, Portsmouth, NH 03801, Monday, 8:00 am to 6:00 pm, Tuesday – Thursday, 8:00 am to 4:30 pm, Friday 8:00 am to 1:00 pm.

Permit Fee is Forty Dollars (\$40.00). Please make your check or money order payable to City of Portsmouth and mail to Parking Clerk/Loading Permit, 1 Junkins Avenue, Portsmouth, NH 03801.

You may also fax your application to 1-603-431-6362 or you can email the application to: rebowen@cityofportsmouth.com and mail in the fee.

For further information please contact the Parking Clerk's Office at (603) 610-7229

2017 COMMERCIAL LOADING ZONE PERMIT – RULES AND REGULATIONS

1. The Commercial Loading Zone Permit allows unmarked, non-commercial vehicles to use Commercial Loading Zones in accordance with Article VI of Chapter 7 of the City of Portsmouth ordinances.
 - a. Only vehicles actually engaged in loading or unloading of product, merchandise or equipment may park in a Commercial Loading Zone.
 - b. Such vehicles may park at the designated locations for a period not to exceed 30 minutes.
 - c. The permit does not allow a vehicle to park in any other manner than expressly authorized in these rules and regulations. The permit does not allow a vehicle to park in violation of Chapter 7, Vehicles, Traffic Parking of the City Ordinances.
 - d. The permit is not a guarantee that space will be available in Commercial Loading Zones.
 - e. The permit is not valid for free parking in metered parking spaces – it is applicable only to Commercial Loading Zones.
2. The permit may be obtained from the Parking Clerk after submitting the appropriate application and a \$40.00 administrative fee. There is no prorated fee for purchase of a permit at times later in the calendar year.
3. The Permit shall be valid for the calendar year (January 1 – December 31) in effect at the time of application.
4. The permit is non-transferable, valid for only one vehicle per application.
5. The permit shall be displayed on the dashboard of unmarked, non-commercial vehicles utilizing commercial loading zones. If the permit is not displayed and the vehicle is cited for a commercial loading zone violation, the vehicle’s registered owner shall be responsible for payment of said violation.
6. Use of the permit through misrepresentation (i.e. in a vehicle other than indicated on the permit) subjects the applicant to a fine of \$100.00.
7. Use of the permit other than at times or manner specifically authorized shall subject the applicant to a fine of \$200.00.

I, the undersigned, have read and agree to the Commercial Loading Zone Permit Rules and Regulations listed herein.

Applicant’s Name

Applicant’s Company

DATE

Application for Commercial Loading Zone Permit – 2017

DATE: _____

Company Name: _____

Address: _____

Authorized Representative: _____
(Please Print)

Telephone #: _____ **Cell #:** _____

EMAIL: _____

Vehicle Information:

Make: _____ **Model:** _____ **Year:** _____

Color: _____ **License Plate #:** _____ **State:** _____

I, the undersigned, as a duly authorized representative of the above listed business, merchant or commercial establishment agree to the Load/Unloading Permit Rules and Regulations.

Authorized Representative's Signature

PERMIT #: _____