

# Service Vehicle Parking Permit Application

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

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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

Annual service permits are available for commercial businesses for equipment service, building repair, or pickup/delivery of goods. Service vehicles may be a company-owned or a private vehicle used by company staff.

Service permits will not be issued to:

- State/local government agencies\*
- Consultants hired by a state agency
- Private/commercial businesses for personal deliveries (i.e., flowers, dry cleaning, food catering)

\*Exceptions may be granted on a case-by-case basis for agencies providing central services to all state agencies, i.e., mail delivery, printing, telecommunications.

Reason for request of service vehicle parking permit (be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of permits requested: \_\_\_\_\_

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

**OFFICE USE ONLY**

Permit numbers issued: \_\_\_\_\_

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## SERVICE VEHICLE PARKING POLICY

**Service Vehicle Parking** - commercial service vehicles, identified with the name of the company on the vehicle, may park in designated service stalls for time limits specified on signs while servicing state agencies. Unmarked vehicles must display a valid service permit issued by the Department of Administrative Services to park at service stalls. **Notes or business cards displayed on the dash are not valid substitutes for a service permit.**

**Parking Meters** - marked and unmarked vehicles displaying a valid service permit must pay when parking at meters. Meter time limit restrictions are waived for service vehicles, except at 30 minute meters which are for short-term customer parking.

**Free 15 minute Loading Zones** – may be used for loading or unloading equipment or supplies. Vehicles must be moved from the loading zone after 15 minutes. Vehicles parked longer may be cited.

**Service permits are valid at Portland State Office Building and Salem Capitol Mall area service stalls at the following locations:**

EUGENE STATE OFFICE BUILDING (north side – 1)  
PORTLAND STATE OFFICE BUILDING (west side surface lot, southeast wall – 5)  
1133 CHEMEKETA STREET (east side – 1)

AGRICULTURE BUILDING (next to meters at west building entrance – 2)  
ARCHIVES BUILDING (next to meters – 2, loading dock – 1)  
COMMERCE BUILDING (east entrance – 1)  
EXECUTIVE BUILDING (DAS WEST) (service drive – 3)

EMPLOYMENT BUILDING (loading dock – 2)  
GENERAL SERVICES BUILDING LOT (DAS EAST) (east side – 2)  
HUMAN SERVICES BUILDING, BARBARA ROBERTS (underground, north entrance, SE & NW corners – 4)  
JUSTICE BUILDING (south entrance – 2)

LABOR & INDUSTRIES BUILDING (loading dock ramp, north side of building – 1)  
LIBRARY/LABOR & INDUSTRIES BLDGS (service drive between buildings – 1)  
NORTH MALL OFFICE BLDG (south side surface lot – 1)  
ODOT MILL CREEK (front row by loading dock – 3)

PUBLIC SERVICE/ODOT BLDGS (service drive between buildings, PSB side only – 1)  
PUBLIC UTILITY COMMISSION BUILDING (northeast side loading dock area – 2)  
REVENUE BUILDING (underground, loading dock – 5)  
VETERANS BUILDING (next to AG west building entrance – 2)

Lot maps available on our website at: <https://www.oregon.gov/DAS/FleetPark/Pages/maps.aspx>.

**Service permits are also valid at state-owned meters with coin deposit. Location and number of meters marked on the map on reverse side of this policy.**

**Service Permits NOT VALID AT:** Dept. of Administrative Services (DAS) maintenance vehicle only stalls  
30 minute meters  
City of Salem meters (on street)  
Green, Red, Yellow Lots or Ferry Street Structure rooftop  
Any designated reserved spaces or areas