



Permitting and Inspections Department  
 Michael A. Russell, MS, Director  
 389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

**Application for Booting of Motor Vehicles License**  
 License expires annually on October 31<sup>st</sup>

<input type="checkbox"/> Application Fee: \$35	<input type="checkbox"/> Booting of Motor Vehicle License: \$100
<input type="checkbox"/> Renewal Fee: \$25	<input type="checkbox"/> SBI Background Check: \$21/principal officer

Business Information	
Business Name (d/b/a):	Phone:
Business Mailing Address:	
Location of Office:	
Contact Person:	Phone:
Contact Person Email:	
Manager of Establishment:	Phone:
Owner of Premises (Landlord):	
Address of Premises Owner:	

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s)	Date of Birth	Residence Address

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name		Corporate Mailing Address	
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address

### About Your Business

Location of Private Parking Lot:	
Size of Private Parking Lot:	
Security features:	
Locations of minimum three signs, as approved by the City Manager or designee: 1. 2. 3. Additional signs if more than 50 parking spaces:	
Landlord of Private Parking Lot (if multiple lots, please list landlords on separate sheet):	
Address of landlord (if multiple lots, please list on separate sheet):	
Regular business hours (Must be available 24 hours a day for vehicle release):	
Does the Issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 21?	Y/N
Have applicant, partners, associates, corporate officers or anyone employed to boot or remove boots from motor vehicles been given a disqualifying criminal conviction at any time during the three (3) years immediately preceding application; or has been imprisoned at any time during said period for a disqualifying criminal conviction, or been convicted of a felony?	Y/N
If Yes, please explain:	

**Please provide:**

- **Private Parking Lot Company/Owner commercial general liability insurance, with limits of not less than \$500,000.00 per person and not less than \$1,000,000.00 per incident.**
- **General liability coverage in the amount of at least \$400,000.**

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/ We hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/ We hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*For more information, refer to the City Code of Ordinance Chapter 28, Traffic and Motor Vehicles, at: [www.portlandmaine.gov](http://www.portlandmaine.gov).*

#### For Administrative Use Only

Amount: _____	Request Date / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____	_____
CC _____ CA _____ CK _____	PD: _____ / _____	_____
Amount: _____	Treasury: _____ / _____	_____
Date Paid: _____	Zoning: _____ / _____	_____
CC _____ CA _____ CK _____	SBI: # _____ / _____	_____