



**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 PERMIT PARKING PROGRAM

<b>COST:</b> \$150/year for On-Street and Magoun Square Lots Davis Square Lots = \$100/month (increments of 3, 6, and 12 months) Based on availability.	<b>DURATION:</b> Davis Square Lots = 3, 6, 12 months (max 12 month purchase); On-Street and Magoun Square Lots = 12 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 their employees.
- Somerville employees who require parking near their place of employment.
- All permits are based on availability.

## WHAT INFORMATION IS NEEDED?

- Copy of Vehicle Registration (must be MA or neighboring state).
- Copy of payroll stub or statement on employer letter confirming employment.
- 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.
- **ALL** outstanding parking tickets must be PAID before application is processed.
- Permits are non-transferable and non-refundable.

### QUESTIONS?

**Julianne DeBona**

*Email:* [Businesspermits@somervillema.gov](mailto:Businesspermits@somervillema.gov)

*Phone:* 617-625-6600, extension 7935