

Directions for Registering and Purchasing a Commercial Loading Zone Annual Permit (2025)

Step 1

Go to “**Account/Login**”: <https://parkspokane.aimsparking.com/login/index.php>

Step 2

Returning users should enter their “**email address**” and “**password**” and click “**Login.**” Go to Step 4.

New users should click “**Register**” to create a new account.

Enter “**email address**” a “**password**” and “**confirm password**” click “**Create a new account.**” Go to Step 3.

Step 3

Fill out the Contact Information. Put the name of your business beside “Last Name” and leave the first and middle name blank.

The email/phone/address information should be that of the business.

Once complete, select “**submit.**”

Step 4

Click “**Purchase Permit**” in the middle of the screen.

Step 5

Select “**Commercial Loading Zone Permits**”

Step 6

Select “**Commercial Loading Zone Annual (2025)**”

Step 7

Click “**Add Vehicle**” input the **Plate #, State** and **Make** then click “**Add**”

Verify the License Plate, State and Make match what is on the vehicle registration.

If the vehicle information (State) Plate (Make) is not correct it should be corrected by the applicant by clicking the *Edit* button (square with pen) to the right of the vehicle information.

Step 8

Add Attachment which is your City of Spokane Business License and click “**Next**”

Step 9

Read and agree to the “Terms of Service” for General and Commercial Loading Zone.

Step 10

Select “**Add Permit to Cart**”

If you would like additional permits, you will need to click **“Add Another Permit”** when you are in your shopping cart. You will repeat this process for as many permits as you would like to purchase.

Step 11

“Checkout” and choose Payment Method, **“Pay by Check”** or **“Pay by Credit or Debit Card.”**

Purchasing permits with a card allows the permit to be fulfilled immediately.

If you choose to purchase a permit by check or money order, the City will not fulfill the permit until payment is received.

Note:

There is a timer in the upper right corner that you should pay attention to because you must checkout before the time is up. You can extend your time; however, you may want to purchase permits in batches if you have a large number to purchase.

Have Questions?

We are available to answer any questions you have about your account.

Call Parking Services Parking Permits, Monday to Friday from 8 AM to 5 PM at (509) 625-6830 or email parkingpermits@spokanecity.org.

Visit our permit page: <https://my.spokanecity.org/parking/permits/>