



Directions for Registering and Purchasing a Downtown Residential Parking District Permit

Step 1

Go to “**Account/Login**” on [City of Spokane Parking Tickets and Permits website](#)

Step 2

Click “**Register**” to create a new account.

Enter your “**email address**” a “**password**” then re-enter your password for “**confirm password**” and click “**Create a new account.**”

Step 3

Fill out the **Contact Information**.

Enter your “**First Name**” and “**Last Name.**”

The **Email** and **Phone** you provide will be used to bill you monthly and contact you should any questions come up about your account.

When you start to type in your residential **address** a drop-down list will appear for you to select your address from the list. The **address** you provide will be matched to a DRPD zone if you live in one.

Only add your apartment/unit to the second address line.

Once complete, select “**submit.**”

Step 4

If eligible, a notice stating “Your account’s address belongs to a valid resident street, which allows you to order a resident street permit” will appear. Click “**Order Permit.**”

Step 5

Under Permit Category, select “**Downtown Residential Parking District Permits.**”

Step 6

The permit for the zone you qualify for will appear. Click on “**Downtown Residential Parking District Zone (1-5).**”

Step 7

Click “**Add Vehicle**” and add 1) Plate #, 2) State/Prov., and 3) Make.

Verify the License Plate, State and Make you added matches what is on the vehicle registration. Click **“Add.”**

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

Click **“Add Vehicle”** and repeat the process again if you are getting more than one DRPD permit.

Step 8

Click **“Next.”**

Step 9

Click **“+ Add Attachment”** and add the 3 required documents (vehicle registration and proof of residency).

Click **“Next.”**

Step 10

Read and agree to the “Terms of Service” to continue.

Step 11

In Your Shopping Cart the permit and amount due will appear.

Under **“Checkout”** choose your payment method, **“Pay by Check”** or **“Pay by Debit or Credit card.”** Fill out the required information.

If paying by credit card, by clicking **“opt into reoccurring payment”** you are signing up for autopay. The card will be saved in our permit system and used to automatically pay for the permit on the 1st of the month.

Click **“Checkout”**

A receipt will appear which will be sent to the email you provided.

If you pay by check, we will not issue a permit until the payment is received.

Your permit will be issued after the documents you provided have been reviewed. If the documents provided do not qualify you for a permit, the permit will be denied, and you will be refunded.

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 [Parking Permits page](#).