

### To pay online using a computer or mobile phone with a credit/debit card:

1. Visit Denver Parks & Recreation’s online portal using [this hyperlink](#)
2. Sign in to your account (if you forgot your password, you can reset it). If you are a new user, enter your email and click “Forgot Password”, as we have created an account on your behalf from your application
3. Click on “My Account”
  - a. If you are an **Individual**, click on “Pay on Account”
  - b. If you are an **Organization**, scroll down and click on “Organization Services” first, then click “View Details”
4. Enter your payment amount or choose from the dropdown, and click “Next” – follow payment prompts
5. Accepted credit/debit card types are Visa, Mastercard, and Discover
  - a. **MAXIMUM TRANSACTION AMOUNT: \$5,000**

### To pay using a check

1. Make checks payable to “Manager of Finance”
2. Write your permit number on the memo line (permit number can be found in the top right corner of your preliminary permit)
3. Mail or deliver check in person
  - a. Mail it to:  
Parks Permit Office  
Denver Parks and Recreation  
201 W Colfax Ave, Dept. 108, Denver, CO 80202
  - b. Deliver it in person to the Parks Permit Office at the Montclair Civic Building  
6820 E 12<sup>th</sup> Ave, Denver, CO 80220  
\*Open 8am – 4pm, Tues – Thurs.  
**\*Do not mail items to this location**
4. **Please see important check information on page 2**

### To pay with cash:

During office hours, deliver exact change to the Parks Permit Office at the Montclair Civic Building:  
6820 E 12<sup>th</sup> Ave, Denver, CO 80220

### Payment is not accepted over the phone

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## INSTRUCTIONS TO VIEW YOUR PERMIT

1. Visit Denver Parks and Recreation’s online portal using [this hyperlink](#) and sign in
2. Click on “My Account”
3. Under “Payment and Order Management” click “Transaction & Payment History”
4. Click the “Reservation” with the relevant activity description
5. Click the blue permit number to view your permit (it will start with an R)



## **CITY AND COUNTY OF DENVER CHECK PAYMENT NOTICE**

When you pay with a check, you authorize the City and County of Denver to debit funds from your bank account electronically or by paper check.

If your payment is returned unpaid, we may resubmit your payment electronically up to two (2) additional times. Your unpaid paper check will not be returned to you.

You may be charged a Returned Check charge of \$20 and a Cost of Collection charge of \$30 for any check returned unpaid.\*

\*Pursuant to C.R.S 13-21-109 and Section 53-402 of the D.R.M.C.