

INSTRUCTIONS TO PAY YOUR PERMIT FEES:

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

1. Visit the Denver Parks and Recreation 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**, 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 (maximum transaction is \$5,000)

To pay using a check:

1. Make checks payable to “Manager of Finance”
2. Write your permit number on the memo line
3. To send the check, either mail it or deliver it 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 12th Ave
Denver, CO 80220
*Open 8:00am – 4:00pm on Tuesdays, Wednesdays, and Thursdays
***Do not mail items to this location**

To pay with cash:

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

Payment is not accepted over the phone

INSTRUCTIONS TO VIEW YOUR PERMIT:

1. Visit the Denver Parks and Recreation online portal using [this hyperlink](#)
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 blue permit number to view your permit (it will start with an R)