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)