

Purchase a Parking Permit

Time to buy parking! You can purchase a standard permit that usually covers a specific time period like one month or more, or you can purchase a Temp permit for short term parking.

Quick Steps:

1. Login to the portal and click 'Permits'.
2. Read and 'Agree' to the Permit Disclaimer, if applicable.
3. Choose a 'Permit Type': Standard, Temporary, or Waiting List.
4. Click 'Reserve Permit' for Standard and Temporary permits or 'Join Waiting List' for the Waitlist option.

Step-by-Step Instructions:

1. Login to the 'User Portal'. Click on 'Permits'.
2. If you haven't registered a vehicle, the 'Vehicles' screen will appear.
3. Carefully read over the 'Permit Disclaimer' then, click "I Agree" to accept the terms and proceed to the 'Permits' screen.
4. On the 'Permits' screen, you can select either: a 'Regular Parking Permit', a 'Temporary Parking Permit', Or join a 'Waiting List', if applicable.
 - **Purchase a Standard Permit:** Click on 'Standard Permit'. View the details and click the 'Reserve Permit' button.
 - Finalize purchase: Proceed to 'Payments' and complete the purchase.
 - **Purchase a Temporary Permit:** Find the 'Temporary Permit' you wish to purchase then click 'Get Temp Permit'.
 - Choose the time and vehicle for the permit: Choose the start and end dates or choose the number of hours for your permit and select the vehicle you will be using.
 - Click on 'Check Availability'.
 - Click on 'Reserve Permit' and proceed to payment.
 - **Join a waiting list:** From the 'Permits' screen, click the 'Waiting List' option next to the lot of your choice.
 - View your rank: View your rank in the green box. If you already joined a waiting list, you can still buy permits in other lots without losing your place.
 - Confirm your spot: Click 'Join Waiting List' to confirm your spot.

Note: Temporary permits are only valid for up to 30 days. If you need a permit for longer than 30 days, you'll need to buy a regular permit.

Revision #13
Created 23 April 2024 08:19:49
Updated 14 May 2025 13:55:53 by Shannon Jones