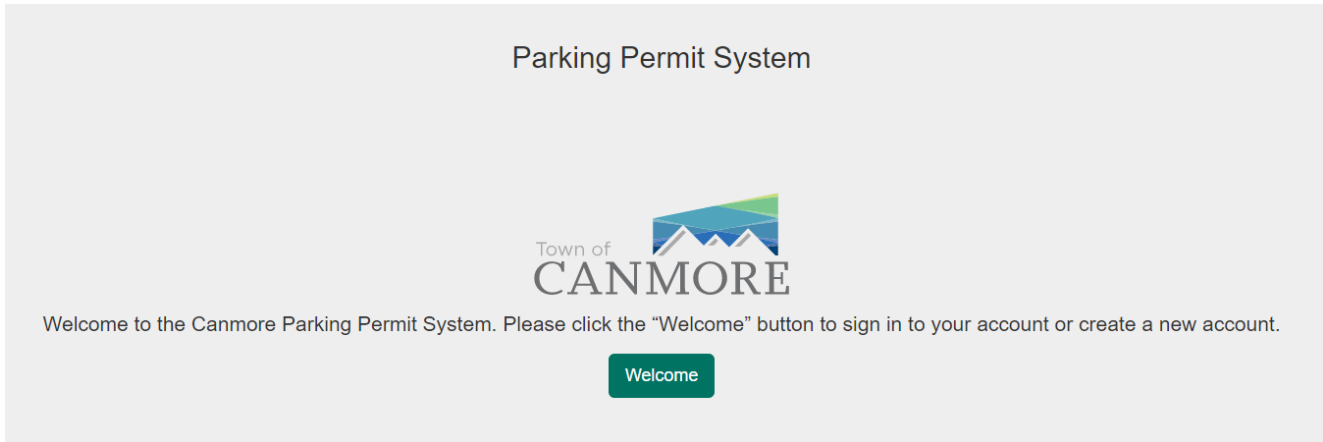


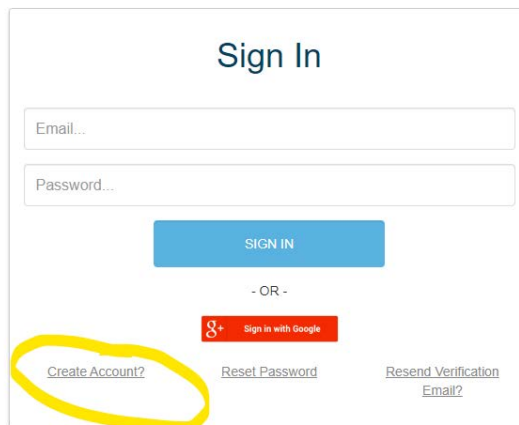
# How to Apply for a Residential Parking Permit

## How to Create a Park Plus Account

The Park Plus link on the Town of Canmore website will take you to the page in the screenshot below. By clicking the “Welcome” button, you will be able to either log in or create an account.



Click “Create Account” and follow the prompts.



## Create Account

\*  
 \*  
 \*  
 \*  

[Go back to Sign In page.](#)

An email will be sent to you, in order to activate your account. Please allow a few minutes for the email to come through. Once you have received the email, press the “click here” to confirm your email address. From here you will be able to log in to Park Plus.

### Online Parking Permit System Account Verification Request

 do-not-reply@parkplus.ca  
To: [Redacted]

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)  
Mon 5/10/2021 8:55 AM

Dear [Redacted],

Thank you for signing up for the Online Parking Permit System.

Please [click here](#) to confirm your email and activate your account. The link will be invalidated once you click on it.

Once your account is activated, you will be able to access the Online Parking Permit System.

Thank you.

Please do not reply to this email as this is an automated email system and we are unable to respond from this address.

### **How to Apply for your First and Second Residential Parking Permits**

Your first and second Residential Parking Permits are free of charge. The third and fourth permit will be \$100 each.

Log into your Park Plus account.

Your home page will look like the following screenshot. To start your application for a Residential Parking Permit, select one of the following links highlighted in yellow.

Home Admin Internal Admin FAQ User: [redacted] Impersonate User

Residential Parking Permit

Apply for Permits

Manage Permits

Manage Permits Show Help

Pending Permits for Renewal 0

Please click on an address where you would like to start a parking session or manage your permits. If no addresses are shown, please [click here](#) to apply for a permit.

Enter your residential address and select the auto generated address. Once your address is selected, you will be able to open the drop-down menu under “Permit Type” to see what permits your address is eligible for.

To apply for the Residential Parking Permit, select “Residential”.

NOTE: You will only see “Residential” as an option if you live within the new Restricted Parking Zones. (See map on website for details).

If your vehicle is registered to your address select “Yes” and then “Add Permit”.

If you select “No” follow the prompts and select which option best describes you. Then select “Add Permit”.

Apply for Permits

Manage Permits

Pending Permits 0

Clear

Address: 1008 RUNDLEVIEW DRIVE x ?

City: CANMORE

Province: ALBERTA

Country: CANADA

Permit Type: Residential

A residential permit is issued to residents living at qualifying addresses within a Residential Parking Zone who own or operate a vehicle registered to address.

Vehicle registered to permit address? Yes No

If your vehicle is registered to the permit address, you must present the following at the time of application:

- Valid vehicle registration certificate showing that your address is within the Residential Parking Zone.



Add Permit





Enter your License Plate number that you wish to apply the permit to and upload a copy of your vehicle registration. Select "Submit Permit".

The screenshot shows a 'Permit Details' form. On the left, under 'Permit:', the 'Address' is listed as 1008 RUNDLEVIEW DRIVE, CANMORE, ALBERTA T1W2P1, CANADA. The 'Permit Type' is 'Residential' and the 'Permit Reason' is 'Vehicle registered to permit address'. In the center, there is a 'Licence Plate' section with two input fields: 'TEST111' and 'ALBERTA' (with a small 'x' icon). To the right of these fields is a 'browse' button. A dashed box on the right contains the text: 'You can drag and drop your supporting document files here, or click the browse button below to select files to upload.' Below this text, there are two file names: 'InkedScreenshot 2021-05-11' and '134030\_LL.jpg'. At the bottom left of the form, there is a green 'Submit Permit' button. Yellow circles highlight the 'Submit Permit' button, the 'Licence Plate' section, and the 'browse' button.

Once your application has been approved (**please allow 72 hours or more for this process**), you will receive the email below.

Your Parking Permit Application Has Been Approved

 do-not-reply@parkplus.ca  
To:  Connie Doran-Mu

 Reply  Reply All  Forward   
Wed 5/12/2021 4:39 PM

Dear CONNIE DORAN-MU,

Your Residential Parking Permit has been approved for 1021 RUNDLEVIEW DRIVE.

The permit number is RPC7WSYA and it can now be managed on the 'Manage Permits' page. [Click here](#) to log in to your Residential Parking Permit account.

Thank you,

Town of Canmore

*Please do not reply to this email as this is an automated email system and we are unable to respond from this address. For questions on Residential Parking Permits, please e-mail [parking@canmore.ca](mailto:parking@canmore.ca) or visit [www.canmore.ca](http://www.canmore.ca).*

If you would like to apply for a SECOND free Residential Parking Permit, repeat the above steps with your second license plate number and documents.

### **How to Activate your Visitor Permit**

Log into your Park Plus account and go to "Manage Permits".

If you have already been approved for a Residential Permit, you will see your Visitor Permit already there.

Residential Parking Permit

Apply for Permits

Manage Permits

Manage Permits Close Help

Pending Permits for Renewal

Please click on an address where you would like to start a parking session or manage your permits. If no addresses are shown, please click here to apply for a permit.

- 1100 WILSON WAY (Permit Zone: PEAKS OF GRASSI)
- 194 HUBMAN LANDING (Permit Zone: QLPP)

1100 WILSON WAY (Permit Zone: PEAKS OF GRASSI)

Visitor: VP2CFMRQ Cancel Permit

Permit Expiry Date: May 18, 2023, 11:30 am

Licence Plate: ALBERTA Start Session

Licence Plate	Province	Start	End
There is no data to display			

Residential

Permit #	Licence Plate	Province	Effective Date	Expiry Date	
RPCQKGC8	TEST111	ALBERTA	May 18, 2021, 11:30 am	May 18, 2023, 11:30 am	<span>Cancel Permit</span>

[Terms & Conditions](#) [Licences](#) [Contact Us](#)

Enter in the license plate number of your visitor and select 'Start Session'. This will automatically expire after 2 weeks. You can restart it whenever you like or hit 'Stop Session' to end it early.

Residential Parking Permit

Apply for Permits

Manage Permits

Manage Permits Close Help

Pending Permits for Renewal

Please click on an address where you would like to start a parking session or manage your permits. If no addresses are shown, please click here to apply for a permit.

- 1100 WILSON WAY (Permit Zone: PEAKS OF GRASSI)
- 194 HUBMAN LANDING (Permit Zone: QLPP)

1100 WILSON WAY (Permit Zone: PEAKS OF GRASSI)

Visitor: VP2CFMRQ Cancel Permit

Permit Expiry Date: May 18, 2023, 11:30 am

Licence Plate: ALBERTA Start Session

Licence Plate	Province	Start	End	
TEST111	ALBERTA	May 19, 2021, 9:47 pm	Jun 2, 2021, 9:47 pm	<span>Stop Session</span>

Residential

Permit #	Licence Plate	Province	Effective Date	Expiry Date	
RPCQKGC8	TEST111	ALBERTA	May 18, 2021, 11:30 am	May 18, 2023, 11:30 am	<span>Cancel Permit</span>

If you have a second visitor, you can enter their license plate number in the same box. You have a maximum of two visitor passes.

**Residential Parking Permit** ^

Apply for Permits

Manage Permits

**Manage Permits** Show Map

Pending Permits for Renewal 0

Please click on an address where you would like to start a parking session or manage your permits. If no addresses are shown, please click here to apply for a permit.

- 1100 WILSON WAY (Permit Zone: PEAKS OF GRASSI)
- 194 HUBMAN LANDING (Permit Zone: GLPF)

**1100 WILSON WAY (Permit Zone: PEAKS OF GRASSI)**

Visitor: **VP5CFMRQ** Cancel Permit

Permit Expiry Date: May 18, 2023, 11:30 am

Licence Plate	Province	Start	End	
TEST111	ALBERTA	May 19, 2021, 3:47 pm	Jun 2, 2021, 3:47 pm	<input type="button" value="Stop Session"/>
<b>TEST222</b>	ALBERTA	May 19, 2021, 3:49 pm	Jun 2, 2021, 3:49 pm	<input type="button" value="Stop Session"/>

Residential

Permit #	Licence Plate	Province	Effective Date	Expiry Date	
RPCQKQCB	TEST111	ALBERTA	May 18, 2021, 11:30 am	May 18, 2023, 11:30 am	<input type="button" value="Cancel Permit"/>