



CONTRACTOR – SIGN UP

Welcome to ParkDC Permits! Here you will learn how to sign up as a Contractor. To sign-up as a Contractor, you must have a business license to work in the District of Columbia. This Contractor permit is only necessary if you are working for a resident that lives on a Residential Parking Permit (RPP) block.

Note: The Contractor permit has a cost of \$10.00 per day.

1. First, click “Sign Up!” at the bottom of the screen.

A screenshot of the "Access ParkDC Permits Account" page. The page has a dark blue header with the text "Access ParkDC Permits Account". Below the header, the text "Sign in using your registered account." is displayed. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields, there is a dark blue "Login" button and a link "Trouble signing in?". At the bottom, there is a link "Don't have an account?" followed by a grey "Sign Up!" button. A large black arrow points to the "Sign Up!" button from the right.

2. Enter the required information, then click “Next.”

- 1 Create Account
- 2 Account Type
- 3 Account Information
- 4 Permit Selection

Create Account

Please provide the following information so we can get you started.







First Name	Last Name
Username	Email
Password	Confirm Password

Cancel **Next**

3. Since you are a Contractor that does not reside in an RPP Zone within the District, please select "Contractor".

Account Type

Please let us know who you are. (Select all that apply)

 Resident I need to have people visit me and I may visit other residents.	 Visitor Only I am visiting a friend and need to park.	 Home Health Aide I need to visit a patient.	  Contractor I need to park my vehicle(s) for a job.
 School Staff I am a Teacher or Staff member and I need to park near my school			

Cancel **Next**

4. Review the information to determine your needs prior to proceeding.

Thank you for using ParkDC Permits! Please review the following information to ×
determine your needs prior to proceeding:

TOPS

DDOT's [Transportation Online Permitting System \(TOPS\)](#) is the District's online permit system that allows users to apply to reserve public space for Public Space Occupancy, Construction, Excavation, or Annual Rental Permit. These permits are required for use of public space within the District of Columbia. You can be a homeowner, tenant, or business needing to occupy metered or unmetered curbside parking, sidewalk, alley, or travel lane for your activity or construction-related work. If these permits apply to you, please access the system by going to [TOPS](#).

ParkDC Permits Contractor Permit

The ParkDC Permits Contractor Permit is for licensed contractors providing service to a resident in an RPP zone who will park at [green](#) or [red](#) Residential Permit Parking (RPP) signs. ParkDC Permits does not provide reserved spaces. If this permit applies to you, please continue to create your account.

Close

5. Select a security question and answer. Enter your valid business license, click "Verify", followed by "Next".

Account Information

Please let us know a little more about yourself by filling out each section below.

Security Question

Please select a security question for your account. (You will need this if you call into our Help Center.)

Question

Answer

Contractor Identity

A valid business license is required in order to create your account. Enter your Business License Number below and then click "Verify".

Business License Number

[Back](#) [Verify](#) [Next](#)

6. Congratulations! You have successfully created your ParkDC Permits contractor account.