

**CITY EMPLOYEE LOT 37 AND LOT 38 REGISTRATION REQUIRED THROUGH ONLINE PORTAL**

The Park Durham team has been seeing a rise in unauthorized vehicles parked in the free employee gravel lots (37 and 38). As a reminder, these are for use only by City employees, and each employee who plans to use the lot must complete a process to register their employee identification number and vehicle license plate number(s) with ParkDurham to enable effective enforcement. Please register vehicle(s) with Park Durham ASAP to avoid any fines.

By using the [Park Durham online portal](#), you will be able to manage your account online, request parking permits, update vehicle information, and update address/personal information. To ensure that PARK Durham can identify City employee vehicles, ALL City employees that park in either Lot 37 or 38 must register their vehicles. Employees are being asked to provide this information so that we can adequately identify City employee vehicles in an effort to enhance parking enforcement in the free employee lots (Lots 37 and 38). City employees who are not currently using Lots 37 or 38 but who would like to apply should do so through the online portal.

If you are a City employee with a disability and a valid ADA placard issued in your name who desires to learn more about alternative parking options, please contact the PARK Durham Customer Service Center at (919) 560-4157. If a City employee with disability decides to continue parking in one of the designated on-street handicap parking spaces, they may do so with no time limits if they have been issued a valid ADA placard or license plate. However, employees will need to use one of the parking meters to pay for the time they park in these spaces.

A [link](#) to this document has been placed on the ParkDurham website under the “How Do I” tab within the “Apply For” menu “City of Durham Employee Vehicle Registration” submenu. The document link is also available on the City’s main website under “[Employee Quick Links](#).” The online registration process can be challenging, so ParkDurham customer service staff are available to assist by phone at 919-560-4157 or by email at [parkdurham@durhamnc.gov](mailto:parkdurham@durhamnc.gov)

**TO APPLY FOR PARKING**

1. Open <https://parkdurhamnc.aimsparking.com/>
2. Select “Apply for Surface Lot Monthly Parking”
3. Select “Login/Register for more permit type options”
4. Choose Email Authentication and Register
5. Login with newly created credentials
6. Select “Apply for Surface Lot Monthly Parking”
7. Select “City of Durham – Lot 37/38 (0.00 / Once)”
8. Enter all required information (Note, you may enter up to 5 vehicles to your account)

**If you have questions or need assistance, contact the PARKDurham Customer Service Center at [parkdurham@durhamnc.gov](mailto:parkdurham@durhamnc.gov) or at (919) 560-4157. Also, please visit our website at [www.parkdurham.org](http://www.parkdurham.org)**