



PARKING FACILITY PERMITS FREQUENTLY QUESTIONS & ANSWERS

1. How do I apply for a parking permit?

Visit the City's [Online Payments](#) page of the website through ParkLync to register and start the permit application process.

2. What if I do not have access to the Internet and want to apply for a parking permit?

Please come to the Cashier/Information Desk on the first floor of the Interim City Hall at 1005 Baker Avenue or at the new City Hall at 418 East Second Street.

3. Who can buy a permit?

Anyone can buy a permit, including a local business. The intent of this Parking Facility is to provide parking for City Hall employees, local business owners and their employees, and the many visitors we receive annually.

4. Do I need a permit to park in the parking structure?

No. Clearly marked areas of the parking structure are designated as leased parking, which requires a valid permit. On the first floor of the structure there is free 3-hour parking for the public's use.

5. What type of permits are available?

There are two types of permits for the parking structure, covered spaces (\$40/month) and uncovered spaces (\$30/month). A valid covered parking permit must be in place for a vehicle to park in that section of the structure.

6. Are there handicapped leases available?

Yes, there are two handicapped leased parking spaces available on the covered portion of the leased parking area. Please contact the City directly at 406-863-2400 to apply for one of these permits. Proof of handicapped space eligibility is required.

7. What hours and days do the permits cover?

The leased parking permits are valid from 6:00 a.m. to 6:00 p.m., Monday through Friday (excluding City Holidays). During other times, the entire leased parking area may be used by other citizens or visitors, free of charge.

8. Will I get a sticker for my windshield, tag to hang on my rearview mirror, or printed permit of some type?

No. License plate recognition software is utilized by the City to enforce the leased parking areas of the parking facility. Each permit holder must register his/her vehicle license plate numbers and keep his/her account updated with any license plate changes.

9. How many vehicles can I register for one permit?

A Monthly Parking Permit Holder (Permit Holder) has the option to assign up to 10 vehicles per permit, but only one of those vehicles will be valid to park at one time.

10. What if my license plate changes before the expiration of my permit?

A Permit Holder must promptly revise his/her account through ParkLync should any information change from that provided on the original application.

11. Does the City manage my license plates registered for my permit?

It is the Permit Holder's responsibility to manage all vehicles and keep his/her account updated promptly.

12. Do I need a permit to park in the leased parking area of the parking structure for a motorcycle?

Yes, a motorcycle will need a permit to park in the leased parking area.

13. Is there a discount for purchasing larger quantities of permits?

Yes. A discount of 2% is provided to those purchasing 3-5 permits and a 5% discount is provided for those purchasing 6 or more permits.

14. Is there a discount for purchasing a year lease instead of month-to-month?

Yes. A 5% discount is provided for a 12-month lease. Bulk purchase discounts would be added to the 5% applied.

15. Can I let someone else use my permit?

Permits may be assigned or transferred, but no refunds shall be given for less than a month's usage for vacations, illnesses, cancellations, relocation, or other contingencies. License plates must be update by the Permit Holder's to ensure enforcement action is not taken against the other party.

16. Can I get a refund if I move before my permit expires?

No. A Parking Permit Holder may cancel his/her parking privileges at any time by simply not renewing his or her permit with ParkLync. Customers who terminate their use of a parking permit prior to the end of the term will not receive a refund, as there are no refunds.

17. Do I get a prorated fee if I purchase after the 1st of the month?

No. The fees are set as a monthly fee. No fees can be prorated at this time.

18. Will my lease auto-renew?

Yes, you may elect to have your permit automatically renewed on a term-to-term basis through the City's ParkLync website. Should you elect automatic permit renewal, the applicable parking fee will be charged and you will be notified by email of the availability of your (next) term's parking permit. As with all parking fees, those collected via automatic renewal will not be refundable.

19. How do I get on the waitlist if all permits are sold?

Through the ParkLync website, you can sign up to be on the waitlist. The City will email you when a lease becomes available. If you no longer want to be on the waitlist, please contact the City directly at 406-863-2400.

20. What are the acceptable forms of payment?

Payment of the parking fee may be made via the ParkLync payment center by credit or debit card. To pay by personal check or cash, please come to the Cashier/Information Desk on the first floor of the Interim City Hall at 1005 Baker Avenue or, beginning May 15th, at the new City Hall at 418 East Second Street.

21. Am I guaranteed a parking space if I purchase a permit?

Parking in leased parking areas is on a first-come, first served basis. A Permit Holder is not guaranteed that a parking space will be available for occupancy in the parking facility on every day or at any time they enter the lot. The City will enforce against illegal parking, but such enforcement may not be immediate.