Pay for Permit

1. Click SEARCH, then click BUILDING APPLICATIONS

2. Scroll down to GENERAL SEARCH
3. Type the address of job site in the box under **STREET NO.:**

   ![Image of address input fields]

4. Click **SEARCH**

5. The record will show up two ways.

   A) If the record pops up like the picture below. Click **PAY FEES DUE.** Click **CONTINUE APPLICATION.** The next step will be Payment Options, fill in your Credit Card information. **DO NOT** hit Submit Payment more than once. If there is an error, please contact us immediately. Click **SUBMIT PAYMENT.**
B) If the record pops up like the picture below. Click **PAYMENTS**. Click **FEES**. Click **PAY FEES**. Click **CONTINUE APPLICATION**. The next step will be Payment Options, fill in your Credit Card information. **DO NOT** hit Submit Payment more than once. If there is an error, please contact us immediately. Click **SUBMIT PAYMENT**.

6. To print out the permit. Click the black triangle next to report.

7. **Click PERMIT**.

8. The permit will pop-up. Print out the permit and place at jobsite.