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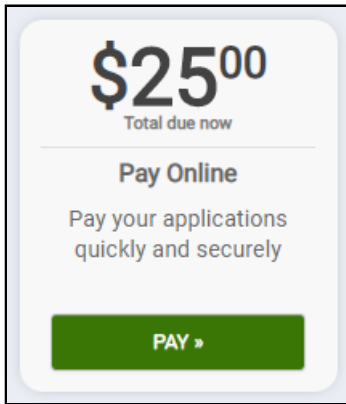
Paying Permit Fees Online

The Citizen Portal gives you the ability to pay for any fees associated with your applications. You will need to be [logged in](#) to the Citizen Portal to pay fees online. **Note: The feature may not be available depending on the configuration set up by your jurisdiction.*

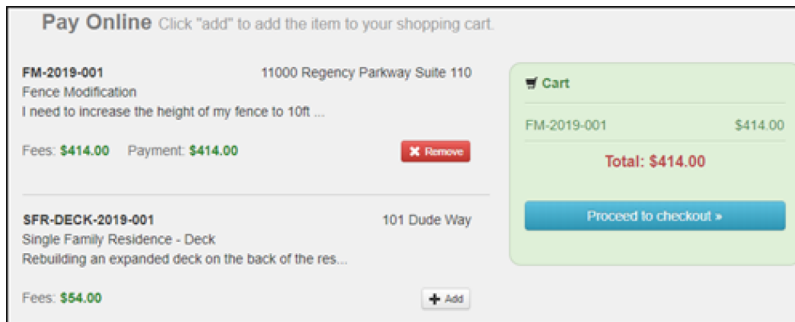
Making a Payment

From the Pay Online Section

- Click the **Go** button on the Applications section from the home page.
- The Pay Online section will show the total amount due for all of your applications requiring fees.



- Click the **Pay** button on the Pay Online section.
- A list of your applications requiring fees will be shown on this page. Click the **Add** button to add one or more application fees to the Cart. **Note: You will see a summary of all fees in your cart on the right side of the page.*
- Once you have added the application fees you would like to pay for to the Cart, click the **Proceed to Checkout** button.



- Review your invoice and any terms and conditions, if provided.
 - If you need to make edits to the invoice, click the **Edit Invoice** link.
- When you are ready to make a payment, click the **Proceed to Payment** button.
- You will be redirected to a third-party vendor to complete your payment. **Note: Please follow all instructions provided by the third-party vendor to submit your payment. This may include clicking a "Finish" or "Complete" button depending on the third-party vendor. If you have questions about the payment process, please contact the jurisdiction.*
- Once you finish making your payment, you will be redirected back to the Citizen Portal and see confirmation details for the transaction.
- On the Payment Confirmation page, you can choose to navigate back to your **My Business Portal** home page, or **My Portal** home page depending on where you made the payment from.

Review your payment

Permit	Total Amount Due	Payment
FM-2019-001	\$414.00	\$414.00
Convenience Fee:	\$3.50	\$3.50
Total:	\$417.50	\$417.50

[edit invoice](#)

The city only accepts Visa and Mastercard for credit card payments. You will be redirected to our third-party payment processor for payment.

[Proceed to Payment »](#)

From the Application

- Click the **Go** button on the Applications section.
- Click **View** on the My Applications section.
- There are two ways to make a payment:
 - Click the **Pay Online** button in the details box at the top of the permit.

CERT-OCC-2019-002 Certificate of Occupancy [Contact](#)

<p>Address: 11000 Regency Pkwy Cary, NC 27518 Parcel #: 000000000000</p>	<p>Status: Ready To Issue</p> <p>Submitted: 12/11/2019 Approved: 12/12/2019 Issued: Closed: Expires:</p>	<p>Inspections: Required: 0 Requested: 0 Reinspect: 0 Complete: 0</p>	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Due Now: \$100⁰⁰</p> <p>Pay Online »</p> <p>Additional fees may be required</p> </div>
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- Or click the **Pay Online** button in the Fees section of the permit.

Fees
Permit Fees Introduction

Fee	Amount	Paid	Balance	Due Now
Administrative Review (Outside/Beyond Permit Process)	\$100.00	\$0.00	\$100.00	\$100.00
Total :	\$100.00	\$0.00	\$100.00	\$100.00

[Pay Online »](#)

- A list of your applications requiring fees will be shown on this page. Click the **Add** button to add one or more application fees to the Cart. **Note: You will see a summary of all fees in your cart on the right side of the page.*
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Pay Online Click "add" to add the item to your shopping cart.

<p>FM-2019-001 11000 Regency Parkway Suite 110 Fence Modification I need to increase the height of my fence to 10ft ... Fees: \$414.00 Payment: \$414.00 Remove</p> <hr/> <p>SFR-DECK-2019-001 101 Dude Way Single Family Residence - Deck Rebuilding an expanded deck on the back of the res... Fees: \$54.00 Add</p>	<p>Cart</p> <p>FM-2019-001 \$414.00</p> <p style="text-align: center;">Total: \$414.00</p> <p style="text-align: center;">Proceed to checkout »</p>
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[Proceed to Payment >](#)

Viewing your Payment History

- Click the Business or Full Name from the top right corner.
- Click **My Account**.
- Click the **Payment History** link.
- On this page, you will see all payments associated with your account. **Note: This page will show all payments made using the Citizen Portal as well as any payments made in the jurisdiction office.*
- Click the receipt number to view the receipt associated with that payment.

Payment History

Date	Receipt Number	Cashier	Total
12/11/2019	201900056	ELIZABETH.ALLEN@CI.SMOKE.WA.US	\$1.21
12/11/2019	201900057	ELIZABETH.ALLEN@CI.SMOKE.WA.US	\$1,253.10
10/25/2019	201900027	CBOEMERMANN@CI.SMOKE.WA.US	\$20.00
10/24/2019	201900026	CBOEMERMANN@CI.SMOKE.WA.US	\$20.00
4/9/2019	201900004	CBOEMERMANN@CI.SMOKE.WA.US	\$21.60

Did you find this helpful?

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