

How to Pay Invoice on Submitted Application Requiring Plan Review on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to pay invoice on submitted applications requiring plan review.

Preparation

Before starting this procedure, you will need the following:

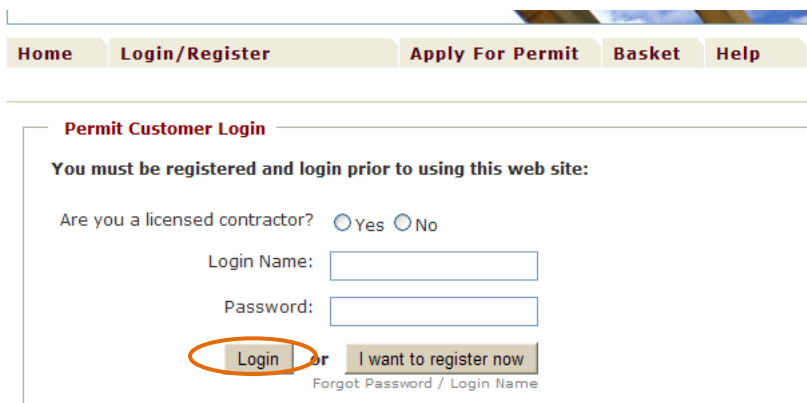
1. This feature requires you to have existing MyBuildingPermit.com account.
2. You should have completed both the pre-application process and the plan review application.
3. You should have a previously **accepted** permit application.

Instructions



1. Go to MyBuildingPermit.com website.

Click 'Apply for Permit'.



2. The 'Permit Customer Login' will open. You need to have an existing account to move forward with the application.

Identify if you're a licensed contractor by clicking on the appropriate radio button.

Enter your Login name and your password.

Click 'Login'.

Home Log-Off - Itmderro Apply For Permit Basket Help

My Account
[My Profile](#)
[Permit Dashboard](#)
[Forgot Password/Logi](#)

Pre-Application:
 Address Search
 Permit Type
 Work Type
 Summary

Job Site Address Search
 Search for and select where the work will be done:
 Simple Search Advanced Search
 * Jurisdiction to issue permit:

3. Hover around 'My Account' until you see the dropdown list.
Click 'Permit Dashboard'.

Applications in Basket

Jurisdiction	Permit Type	Occupancy Type	Work Type		Job Address
Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE
Bellevue	Plumbing	Non-Residential	Addition	Edit	450 173RD PL NE FLOOR: 4 UNIT: 100 BELLEVUE
Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE
Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE

4. A window that shows your applications will open. Find your application under 'Applications in Plan Review'.
Click 'View Invoices'.

Applications in Plan Review

Permit #	Project Name	Forms	Created	Files	Invoice
11 118802 BO	Testing One	View	8/22/2011 1:44 PM	View Files (2)	View Invoices (1)

Issued Over the Counter Permits

Order #	Permit #	Jurisdiction	Permit Type	Occupancy Type	Work Type	Permit	Application	Job Address
35	E11-00336	Kirkland	Low-Voltage Electrical	Non-Residential	Alteration	View	View	300 7TH AVE S FLOOR: 4 UNIT W17

Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE
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5. A list of outstanding invoices will open.
To view the details of the invoice, click 'View Detail'.
To make a payment, click 'Online'.
To use other payment method, click 'Other Methods'.

Applications in Plan Review

Permit #	Project Name	Forms	Created	Files	Invoice
11 118802 BO	Testing One	View	8/22/2011 1:44 PM	View Files (3)	Hide Invoices (1)

Invoice #	Amount Due	Detail	Status	Payment Options
73	\$501.00	View Detail	Pending Payment	Online Other Methods

				Exhaust Fan with duct - Laundry	1	21.00	21.00
				Mechanical Issuance Fee	1	5.00	5.00
				Permit Total:			\$63.00
Remove	8/19/2011	Bellevue	Mechanical	Description	Qty	Unit Price	Total Price
				Boiler or Compressor 100,000 BTU or less - SF	1	37.00	37.00
				Exhaust Fan with duct - Laundry	1	21.00	21.00
				Mechanical Issuance Fee	1	5.00	5.00
				Permit Total:			\$63.00
Remove	8/19/2011	Bellevue	Mechanical	Description	Qty	Unit Price	Total Price
				Boiler or Compressor 100,000 BTU or less - SF	1	37.00	37.00
				Exhaust Fan with duct - Laundry	1	21.00	21.00
				Mechanical Issuance Fee	1	5.00	5.00
				Permit Total:			\$63.00
Remove	8/22/2011	Bellevue	Plumbing	Description	Qty	Unit Price	Total Price
				test	1	501.00	501.00
				Permit Total:			\$501.00

Continue Shopping [CheckOut](#)

6. A list of all the items and their respective fees will open.

To proceed with payment, click 'Checkout'.

5. **Billing Address**

[Add a new address](#)

Pick the Address	Edit	Remove	FirstName	LastName	Address No	Street Name	Suite	City	State	Postal Code	Country
<input checked="" type="radio"/>	Edit	Remove	Lorna	Derro	123	Bellevue Way		Bellevue	WA	98004	US

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7. Confirm and select the Billing Address by clicking on the radio button next to it.

Click 'Next'.

Basket	Billing Address
Billing Address	
Order Summary	
Payment	

Billing Address

First Name: Lorna Last Name: Derro

Address Number: 123

Street Name: Bellevue Way

Apartment or Suite Number:

City: Bellevue State or Province: WA

Zip or Postal Code: 98004

Bellevue -- Mechanical

Description	Qty	Unit Price	Total Price
Exhaust Fan with duct - Bath	1	21.00	21.00
Mechanical Issuance Fee	1	5.00	5.00
Mechanical Issuance Fee	1	5.00	5.00
Permit Total (rounded):			\$31.00
ORDER TOTAL:			\$31.00

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8. The 'Order Summary' window will open. Review the information on your permit application.

To proceed with checkout, click 'Next'.

Basket
Billing Address
Order Summary
Payment

Credit Card Information

* Name on card:

* Card number:

* CSC: What is CSC?

* Type:

* Expiration month:

* Expiration year:

Click SUBMIT once to avoid multiple credit card charges.
It may take up to 30 seconds to complete the transaction.

Previous

9. The 'Credit Card Information' window will open.

Enter your credit card information. Make sure to fill out all the required fields.

Click 'Submit Payment'.

Order Confirmation

ORDER CONFIRMATION

You have successfully completed your purchase. Your order tracking number is 51380. This number is different from your permit number and is used only for administrative and processing purposes. Your actual permit number will be issued electronically.

Your receipt will be sent via email within the next few minutes.

If this purchase includes an over-the-counter (OTC) permit, you should receive the permit via email within 3 hours.

If this purchase includes fees for a plan review application, your receipt will include the Permit Number, which will also appear in the list of "Applications in Plan Review" on your "Permit Dashboard".

If you do not receive either of these within 24 hours please e-mail egovsupport@citygov.net.

10. If your payment has been successfully submitted, the 'Order Confirmation' message will appear.

This confirmation contains a tracking number you can reference when making a follow-up or inquiry.