

## Paying Invoices by Credit Card

Below are instructions with the steps involved in paying an invoice on MyBuildingPermit.com. To pay online an active customer account with MyBuildingPermit.com and a credit card are required.

1. Go to [MyBuildingPermit.com](http://MyBuildingPermit.com), click on [Apply For Permit](#)
2. On the *Log In* page, enter username and password to access your account
3. Click on *Cart* link in the top menu bar
4. Check the box(es) on the left to select the invoice(s) to pay
5. Click [Check Out](#)
6. Enter a billing address or select current address on file to proceed
7. Click [Next](#)
8. Enter your credit card information. All required fields are indicated with a red \*
9. Click the [Submit Payment](#) button only **once**  
**Note:** If you click more than once your credit card may be charged multiple times
10. Order confirmation will display with an order tracking number, indicating the transaction is complete
11. A receipt for the payment will be emailed within a few minutes to the email address on file

**Note:** Some jurisdictions have dollar limits for credit card transactions:

- The **City of Burien** has a limit of **\$5,000**.
- The **City of Issaquah** has a limit of **\$2,000**.

## Alternate Payment Methods Available

- **By Mail (not available at Kirkland):** Send a check and copy of your invoice directly to the jurisdiction.
- **In Person:** Pay at the jurisdiction's permit counter.
- **By Phone (Bellevue only):** Call the Inspection, Payment and Status Line at (425) 452- 6875, press \* to pay with a Visa or MasterCard. You will need your six-digit bill number(s) listed on the MyBuildingPermit.com invoice to process a payment.