

## Paying Invoices Online

Below are instructions for paying an invoice on MyBuildingPermit.com. To pay online, an active MyBuildingPermit.com customer account and a credit card are required. Some jurisdictions also accept electronic check payment.

1. Go to [MyBuildingPermit.com](https://MyBuildingPermit.com), click on [Apply For Permit](#).
2. On the *Log In* page, enter username and password to access your account.
3. Select the *Cart* from the menu/navigation bar.
4. Select a payment type option (Visa/Mastercard or eCheck).
5. When items have been added to your *Cart* from the customer's *Dashboard* or from the *Unpaid Invoices* page, select the applicable checkbox(es) on the left side of the invoice table to select invoice(s) to pay.

6. Click the *Check Out* button. 
7. Review your Order Summary; select Cancel to start over or Previous to edit your selections.

8. Click the *Next* button. 
9. Enter your payment information. All required fields are indicated with a red asterisk. \*

**Note:** When paying by electronic check, customers are required to acknowledge an ACH withdrawal authorization statement before completing the transaction.

10. Enter a billing address or select current address on file to proceed.

11. Click the *Submit Payment* button only **once**. 

**Note:** If you click more than once your credit card may be charged multiple times.

12. A transaction summary will display with an order tracking number, indicating the transaction is complete/successful.

**Note:** If the transaction fails to complete, an error message is displayed, and customers are advised to attempt their transaction again or contact the applicable jurisdiction for assistance.

13. A receipt for the payment will be emailed within a few minutes to the email address on file.

## Electronic Check Transaction Guidelines

Customers are encouraged to review individual [transaction guidelines](#) for accepted forms and payment established by jurisdictions and agencies using MyBuildingPermit. Questions or concerns must be addressed with the relevant jurisdiction or agency directly. MyBuildingPermit and the eCityGov Alliance do not have any responsibility or liability for these transactions.

## Transaction Limits

Some jurisdictions have established transaction limits for credit card or electronic check payments:

- The City of Burien has a credit card limit of \$5,000.
- The City of Issaquah has a credit card 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.