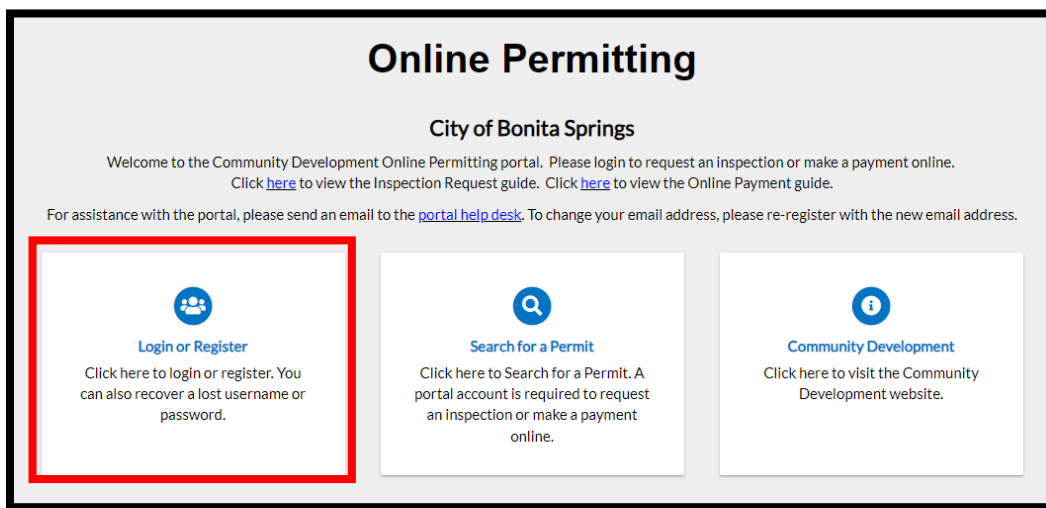


PERMIT PORTAL - PAYMENT GUIDE

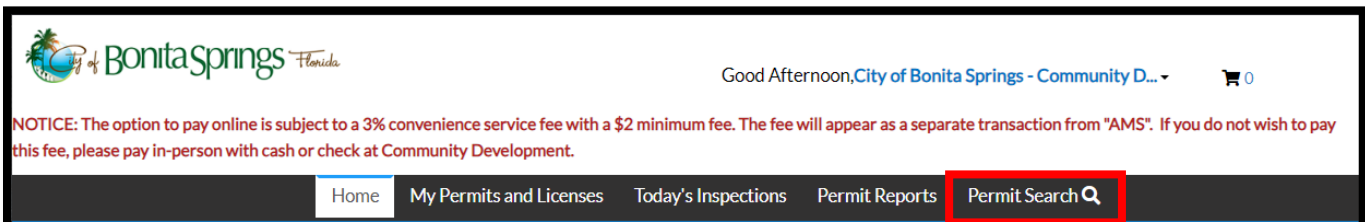
How to make an Online Payment (THIS GUIDE IS FOR REFERENCE PURPOSES ONLY)

1. From the portal [home page](#), click the “**Login or Register**” tile (see image below). **Note:** This guide is for reference only—payments cannot be made through it. To make a payment, you must have a portal account. Registration is automatic; simply use your email address as your username during the process. Approved plans and documents must still be picked up in person.

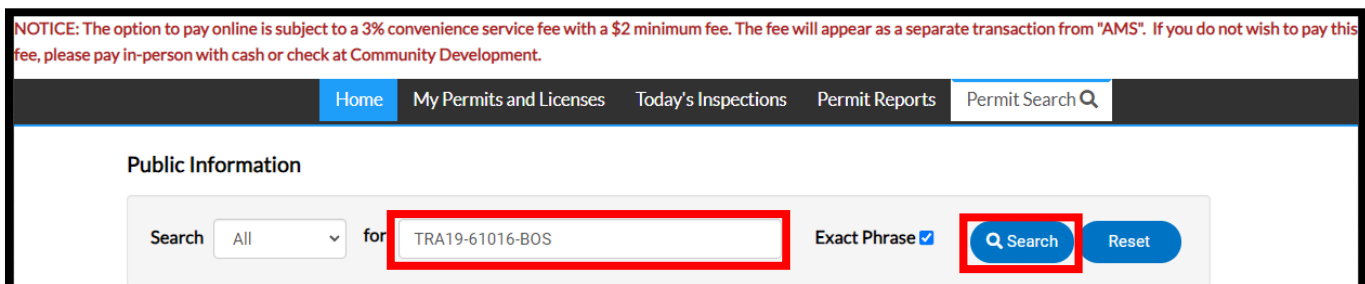
Please note: We only accept VISA/MC. Online payments are subject to a **3% convenience fee**, with a **minimum charge of \$2**. This fee will appear as a separate transaction from “AMS.” To avoid this fee, pay in person using **cash or check**. In the event of a refund, the convenience fee is **non-refundable**. For sample fee calculations, please refer to the **last page of this guide**.



2. After logging in to the portal, click the “Permit Search” button.



3. Enter the Permit Number and click the “Search” button. Please be sure to enter the Permit Number exactly as it appears on the invoice or application confirmation from the Permitting department. Be sure to remove any leading or trailing spaces from the Permit Number. In the example below, the Permit Number is TRA19-61016-BOS. Newer Permit Numbers are six digits long, for example: ACC23-103742-BOS.



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4. Click the highlighted permit number to open the Permit Details page.

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number: TRA19-61016-BOS	Applied Date: 06/07/2019
Type: BLD - Trade - Roof Permit	Issued Date:
Project Name:	Expiration Date:
Status: Void	Finalized Date:
Main Parcel:	
Address:	
Description: Test Permit	


5. From the Permit Details page, click the “Add to Cart” button. Please verify the Permit Number and location with your records before proceeding. To pay for multiple permits, repeat steps 2-4 and select “Add to Cart” for each permit.

Permit Number: TRA19-61016-BOS **Add to Cart**

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: BLD - Trade - Roof Permit	Status: Void	Project Name:
IVR Number: 161327	Applied Date: 06/07/2019	Issue Date:
District: <To Be Determined>	Assigned To:	Expire Date:
Square Feet: 0.00	Valuation: \$20,000.00	Finalized Date:
Description: Test Permit		

Summary
Fees 1
Inspections
Attachments
Contacts
Sub-Records
More Info

<p style="text-align: center; color: #006633; font-weight: bold;">Progress</p> <div style="text-align: center;">  <p style="font-size: 24px; font-weight: bold; color: #006633;">31%</p> <p style="color: #006633;">Completed</p> <ul style="list-style-type: none"> ● Completed ● In Progress ● Not Started </div>	<p style="text-align: center; color: #006633; font-weight: bold;">Workflow</p> <ul style="list-style-type: none"> ✔ Review Submittal Checklist - Passed : 06/10/2019 ✔ Check Ownership - Passed : 06/10/2019 ✔ Check for Existing Permits - Passed : 06/10/2019 ✔ Verify Auto-Assess Fees - Passed : 06/10/2019 	<p style="text-align: center; color: #006633; font-weight: bold;">Available Actions</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ▲ Unpaid Fees Pay Now \$12.25 09-07-2023 ▲ Unpaid Fees Pay Now \$208.43 10-06-2019
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Sample Convenience Service Fees

Please note, the option to pay online is subject to a 3% convenience service fee with a \$2 minimum fee. The fee will appear as a separate transaction from "AMS". If you do not wish to pay this fee, please pay in-person with cash or check. In the event of a refund, the convenience service fee is non-refundable.

Sample Payment Type	Permit Fee Total	Convenience Service Fee
Re-inspection	\$50.00	\$2.00
A/C Change Out	\$79.00	\$2.37
Roof Replacement w/ Diversion Fee	\$179.00	\$5.37

If you need assistance with making a payment online, please call 239-444-6143.