

Paying Submittal Fees

You can pay submittal fees in three possible ways, on-line (using a credit card or electronic check), or via standard mail (with a check).

To **pay on-line** go to the Citizen Portal (<http://aca-prod.accela.com/sacramento>). From the home tab, select the *Search Permits or Submittals / Pay Fees* link.

Home Building Planning Public Works Operating Permit General Property Info

Advanced Search

SACRAMENTO CITIZEN PERMIT PORTAL

Welcome to Sacramento's Citizen Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading.

Some Portal functionality is only available after registering for an account.

APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

Planning Division: [e-Planning information and videos](#)
Building Division: [Electronic Plan Check \(EPC\)](#), [Online Minor Permit Program](#), [Safety Inspection Requests](#), [Inspection Scheduling](#), [Online Payments](#)
Operating Permits: [Mobile Food Vending](#), [Cannabis Business Operating Permit \(BOP\)](#)
Public Works: [Minor Encroachment](#), [Major Encroachment](#), [Transportation Permit](#)
Code Enforcement: [Information on open and closed cases](#), [Code Enforcement](#), and [Housing and Dangerous Building cases](#)

If you cannot find the information you are looking for, please use the City's updated search tool at <https://search.cityofsacramento.org> or call 311 or dial (916) 264-5011 outside the city limits.

FOR ASSISTANCE

- Online Minor Permit Program email: streamline@cityofsacramento.org
- Building Electronic Plan Check Process: epcintake@cityofsacramento.org
- Planning Electronic Plan check or submittal: planningsubmit@cityofsacramento.org
- General Building Division question: ezpermit@cityofsacramento.org
- Public Works:
 - Minor or Major Encroachment Permits: DE@cityofsacramento.org
 - Blanket Encroachment permits (Utilities Companies only): encroachments@cityofsacramento.org
- Operating Permits: businesspermits@cityofsacramento.org
- Office of Cannabis Management: cannabis@cityofsacramento.org

Building
[Search Permits or Submittals / Pay Fees](#)
Search to Schedule an Inspection

Planning
Search Planning Applications / Pay Fees

Operating Permit
Search for Operating Permits

General Property Info
Zoning & Property Details

Login
User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Enter the COM-, RES-, FPP, or MP- in the *Permit Number* box and then select the *Search* button to move forward.

General Search

Permit Number: Project Name:

Start Date: End Date:

Street No.: Direction: Street Name: Street Type:

Parcel No.:

Select the blue arrow on the *Payments* tile. Then select the *Fees* link. This will display the invoiced submittal fees. To pay the fees select the blue *Pay Fees* link.

Record COM-1512471:
Commercial New Building
Record Status: Formal Review

Record Info Conditions **2**

This record was located on 10/20/2015.
Condition: School Fees Proof of Payment Severity: Required
Total Conditions: 2 (Required: 2)

Work Location

300 RICHARDS BLVD

Fees

Outstanding:

Date	Invoice Number	Amount	
10/20/2015	443744	\$10,417.17	<input type="button" value="Pay Fees"/>

Total outstanding fees: \$10,417.17

To mail in payment, mail a check made out to the City of Sacramento for the amount of owed fees with the invoice number and permit record number:

City of Sacramento, Building Division, EPC Intake
Attention: David Phillips/Christopher Walden - Payment for (the COM-, RES-, MP-, FPP- number here)
300 Richards Blvd, 3rd Floor
Sacramento, CA 95811

Be sure to include a copy of the invoice.