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](http://aca-prod.accela.com/sacramento)). From the home tab, select the **Search Permits or Submittals / Pay Fees** link.
Enter the COM-, RES-, FPP, or MP- in the Permit Number box and then select the Search button to move forward.

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.

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.