



## Paying permit fees online

With any questions or concerns please contact Development Services at 361-552-9793 x 232 or email [buildingdepartment@portlavaca.org](mailto:buildingdepartment@portlavaca.org).

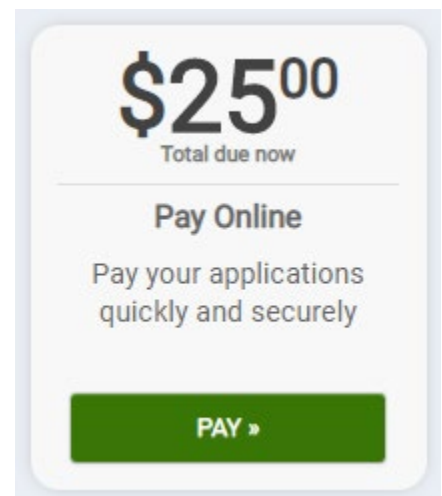
The Citizen Portal gives you the ability to pay for any fees associated with your applications. You will need to be [logged in](#) to the Citizen Portal to pay fees online.

Visit: <https://portlavaca.org/> and navigate to: Home / Departments / Development Services / Permits & Code Enforcement Click the hyperlink: <https://ci-portlavacatx.smartgovcommunity.com/ApplicationPublic/ApplicationHome>.

### Making a payment

#### From the pay online section

1. Click the **Go** button on the Applications section from the home page.
2. The Pay Online section will show the total amount due for all of your applications requiring fees.
3. Click the **Pay** button on the Pay Online section.
4. A list of your applications requiring fees will be shown on this page. Click the **Add** button to add one or more application fees to the Cart. *\*Note: You will see a summary of all fees in your cart on the right side of the page.*
5. Once you have added the application fees you would like to pay for to the Cart, click the **Proceed to Checkout** button.



6. Review your invoice and any terms and conditions, if provided.
  - o If you need to make edits to the invoice, click the **Edit Invoice** link.

7. When you are ready to make a payment, click the **Proceed to Payment** button.
8. You will be redirected to a third-party vendor to complete your payment. *\*Note: Please follow all instructions provided by the third-party vendor to submit your payment. This may include clicking a "Finish" or "Complete" button depending on the third-party vendor. If you have questions about the payment process, please contact the jurisdiction.*
9. Once you finish making your payment, you will be redirected back to the Citizen Portal and see confirmation details for the transaction.
10. On the Payment Confirmation page, you can choose to navigate back to your **My Portal** home page depending on where you made the payment from.

### Review your payment

Permit	Total Amount Due	Payment
FM-2019-001	\$414.00	\$414.00
<b>Convenience Fee:</b>	<b>\$3.50</b>	<b>\$3.50</b>
<b>Total:</b>	<b>\$417.50</b>	<b>\$417.50</b>

[edit invoice](#)

*The city only accepts Visa and Mastercard for credit card payments. You will be redirected to our third-party payment processor for payment.*

Proceed to Payment »

#### From the application

1. Click the **Go** button on the Applications section.
2. Click **View** on the My Applications section.
3. There are two ways to make a payment:
  - Click the **Pay Online** button in the details box at the top of the permit.

**CERT-OCC-2019-002** Certificate of Occupancy
[Contact](#)

<b>Address:</b> 11000 Regency Pkwy Cary, NC 27518 Parcel #: 000000000000	<b>Status:</b> Ready To Issue	<b>Submitted:</b> 12/11/2019 <b>Approved:</b> 12/12/2019 <b>Issued:</b> <b>Closed:</b> <b>Expires:</b>	<b>Inspections:</b> Required: 0 Requested: 0 Reinspect: 0 Complete: 0
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Due Now:

\$100<sup>00</sup>

Pay Online »

Additional fees may be required

- Or click the **Pay Online** button in the Fees section of the permit.

Fees				
Permit Fees Introduction				
Fee	Amount	Paid	Balance	Due Now
Administrative Review (Outside/Beyond Permit Process)	\$100.00	\$0.00	\$100.00	\$100.00
<b>Total :</b>		<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>

[Pay Online »](#)

4. A list of your applications requiring fees will be shown on this page. Click the **Add** button to add one or more application fees to the Cart. *\*Note: You will see a summary of all fees in your cart on the right side of the page.*
5. Once you have added the application fees you would like to pay for to the Cart, click the **Proceed to Checkout** button.

**Pay Online** Click "add" to add the item to your shopping cart.

**FM-2019-001** 11000 Regency Parkway Suite 110  
Fence Modification  
I need to increase the height of my fence to 10ft ...  
Fees: **\$414.00** Payment: **\$414.00** [✖ Remove](#)

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**SFR-DECK-2019-001** 101 Dude Way  
Single Family Residence - Deck  
Rebuilding an expanded deck on the back of the res...  
Fees: **\$54.00** [+ Add](#)

**Cart**

FM-2019-001 \$414.00

**Total: \$414.00**

[Proceed to checkout »](#)

6. Review your invoice and the terms and conditions, if provided.
  - If you need to make edits to the invoice, click the **Edit Invoice** link.
7. When you are ready to make a payment, click the **Proceed to Payment** button.
8. You will be redirected to a third-party vendor to complete your payment. *\*Note: Please follow all instructions provided by the third-party vendor to submit your payment. This may include clicking a "Finish" or "Complete" button depending on the third-party vendor. If you have questions about the payment process, please contact the jurisdiction.*
9. Once you finish making your payment, you will be redirected back to the Citizen Portal and see confirmation details for the transaction.
10. On the Payment Confirmation page, you can choose to navigate back to your **My Business Portal** home page, or **My Portal** home page depending on where you made the payment from.

### Review your payment

Permit	Total Amount Due	Payment
FM-2019-001	\$414.00	\$414.00
	<b>Convenience Fee:</b>	<b>\$3.50</b>
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[edit invoice](#)

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[Proceed to Payment »](#)

### Viewing your payment history

1. Click the Business or Full Name from the top right corner.
2. Click **My Account**.
3. Click the **Payment History** link.
4. On this page, you will see all payments associated with your account. *\*Note: This page will show all payments made using the Citizen Portal as well as any payments made in the jurisdiction office.*
5. Click the receipt number to view the receipt associated with that payment.

### Payment History

Date	Receipt Number	Cashier	Total
12/11/2019	<a href="#">201900056</a>	ELIZABETH.ALLEN@CI.SMOKE.WA.US	\$1.21
12/11/2019	<a href="#">201900057</a>	ELIZABETH.ALLEN@CI.SMOKE.WA.US	\$1,253.10
10/25/2019	<a href="#">201900027</a>	CBOEMERMANN@CI.SMOKE.WA.US	\$20.00
10/24/2019	<a href="#">201900026</a>	CBOEMERMANN@CI.SMOKE.WA.US	\$20.00
4/9/2019	<a href="#">201900004</a>	CBOEMERMANN@CI.SMOKE.WA.US	\$21.60