

Instructions for online permit payments

-Log onto www.officialpayments.com

-Click “Make a Payment” under Local Payments

-On the make a payment page, Enter Jurisdiction Code of 6247 and select permits for payment type and click the green ‘make a payment’ button.

-On the next page enter permit number, name permit is issued in, total payment amount, and choose form of payment. Click continue to be taken to the credit card authorization page where you will see the total amount charged which includes the convenience fee of 2.85% with a \$2 minimum fee.

-Once accepted, you are able to create an account or continue as guest to process your payment.

-The next page will be payer information. This is where you enter your name, address, phone number, email address, and payment information and click continue.

-On the next page you can review your payment details and click submit to process your payment.

-You will receive a confirmation page that provides a confirmation number. You will also receive a confirmation email if an email address was entered in payer information.

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