

Community Development Department

Building Division

1110 West Capitol Avenue West Sacramento, CA 95691 Ph: (916) 617-4645

How to Pay your permit fees online

Go to: https://access.cityofwestsacramento.org/

<u>IMPORTANT NOTE:</u> ACA will not work on a mobile device. Online payments must be made on a computer

- Depending on whether you are paying a Building Permit or Engineering Permit, you would need to use these tabs. *It will not let you pay both under one transaction*.
- If you would like to have *immediate* access to your receipt, please create an account using the link on the **right-hand** side of the screen.

		Register for an Account. Login	
Home Building Business	s License Code Enforcement Engineering	Fire more *	
Welcome to the City of West S We are pleased to offer our citize services online, 24 hours a day, 7 What would you like to do tod To get started, select one of the s Create an account to access all o	acramento Citizen Portal ns, businesses, and visitors access to government days a week. ay? evrices listed below. einfe features.	This site is supported on the latest versions of the major web browers. User Name or E-mail: Password:	
Building	Business License	Login >	
Search Permits	Search Applications		
Code Error Cerments	Engineering	Remember me on this computer	
Search Cases	Search Permits	Ive turpotien mr password New Users: Register for an Account	
Fire	Planning		
Search Applications	Search Permits		
	\backslash		

Enter address or permit number, DO NOT ENTER BOTH

- (Permit # must be exact with dashes (00-00-000)
- Address, do not guess at spelling just enter street numbers and the first two or three letters of street name.

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Click on "Pay Fees Due"

Se	arch	Clear					
3 Re	cord results	matching you	r search results				
Click	any of the r	esults below t	o view more details.	_			
Shov	ving 1-3 of 3	Download result	5				_
	Permit #	Date	Permit Type	Address	Description	Status	Actic
	20-07-199	07/29/2020	Residential General	3257 MALCOLM ISLAND ST, WEST SACRAMENTO CA 95691	ROOFMOUNT PV 5.18 KW - NO BATTERY	Ready to Issue	Pay F
	06-05-326	05/31/2006	Building/Residential/General/NA	3257 MALCOLM ISLAND ST, City of West Sacramento CA	INSTALL 204 SF PATIO COVER (HIH)	Finaled	
	03-06-092	06/11/2003	Building/Residential/General/NA	3257 MALCOLM ISLAND ST, City of West Sacramento CA	2353 SF NSFD.627 SF GARAGE,35 SF PATIO, CLASSICS, PLAN# 2353, LOT# 55	Finaled	

Click on "Continue Application"

Listed below are prelin or repaired. Enter qua	inary fees based upon the info ntities where applicable. The fo	rmation you've entered. Some fees are based on the quantity of we llowing screen will display your total fees.	ork items installe
Application Fees			
Fees		Oty.	Amount
CBSC Fee	/	1	\$1.00
Residential Seismic F	e	1	\$2.28

Proceed with entering your payment information and click "Submit Payment"

Amount to be charged: \$81.68		
Pay with Credit Card		
Credit Card Information:		
Card Type: Card Number:	*Security Code:	0
- Select - +		
Name on Card Exp. Date		
and and	3	
05* 200		
Credit Card Holder Informatio	n:	
Country		
united States		
Street Address		
1City 1State 17m		
- crig protect - crig.		
* Phone:		
E-mail.		

All done! Notify the permit tech that the fees are paid. They will proceed with the next steps in the permitting process.