

The following is a detailed process on making a Permit payment through the PermitSLO Portal.

PermitSLO Portal link: <u>https://energov.sloplanning.org/EnerGov\_Prod/SelfService#/home</u>

When making a payment via PermitSLO you will need to have the invoice number of the payment you are making.

**Step 1:** Once you go into the PermitSLO portal, there will be six squares available to choose from, please click on the square titled **Pay Invoices**:



## PermitSLO Payment

**Step 2:** You will be directed to the following page where you will need to fill in the invoice number in the search window:

(The invoice number will start with an INV(year)-(number). Example INV2020-00000)

SSAN LUIS OBISPO	Good Afternoon, Guest -
Home Help Center 🕶 Fee Schedule Today's Inspections Map Apply Pay Invoice Search 🔍 Calendar 😦	
Invoice Search	
Bearch for invoices using entire invoice number, including any prefixes or suffixes	

**Step 3:** The window for paying the invoice will look like the following, you can click on the bottom right corner of the invoice payment page to go ahead and make a payment.

Back     Invoice Number: INV2	020-					e e
Invoice Status: Par	tial Payment		Invoice Date: 04/03/2020		Invoice Due Dat	e: 04/03/2020
Invoice Total: \$		Invoi	ce Description: NONE			
Primary Fees Misc Fees	Payments	Attachments Co	ontacts			
Primary Fees						Sort Fee Name
Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes	
Bldg Stds Admin Fund	\$5.00	\$5.00	PMT	Permit		
C50-Coastal Zone Minor- 1	\$456.00	\$254.00	PMT	Permit		
CWMP-Constr Waste Mgmt Plan	\$73.00	\$73.00	PMT	Permit		
Inspection Fee-2	\$1,861.00	\$1,861.00	PMT	Permit		
L06-Plot Plan ZC Add Struc-1	\$92.00	\$0.00	PMT	Permit		
Plan Check Fee-1	\$1,397.00	\$0.00	PMT	Permit		
PPI-Permit Intake Fee-1	\$220.00	\$0.00	PMT	Permit		
X74A-PW Bldg Permit Rev-1	\$61.00	\$61.00	PMT	Permit		
X74B-Acct Transfer Fee-1	\$3.00	\$3.00	PMT	Permit		
Z08A-CDF Plan Residential-1	\$543.00	\$0.00	PMT	Permit		

**Step 4:** You can verify the invoice number on the upper top left corner. Please fill out the form and make the payment so we can start reviewing your project. -

Payment for invoid	e(s)
Planning and Building Payments Invoice Number Inv2020 Invoice Aumber Inv2020 Inv20	Amount
Please do not click your browser's "Back" button during this process! Billing Address Address City State Zin Code	Payment Amount:
Email Phone Number	Your account will be charged \$2275.75 for invoice(s) //W2020 when you click "Pay Now!" below. Click the "Pay Now!" button once only, and do not use the browser's back button during this process. Pay Now! Cancel