



eTRAKiT COR CONNECT:

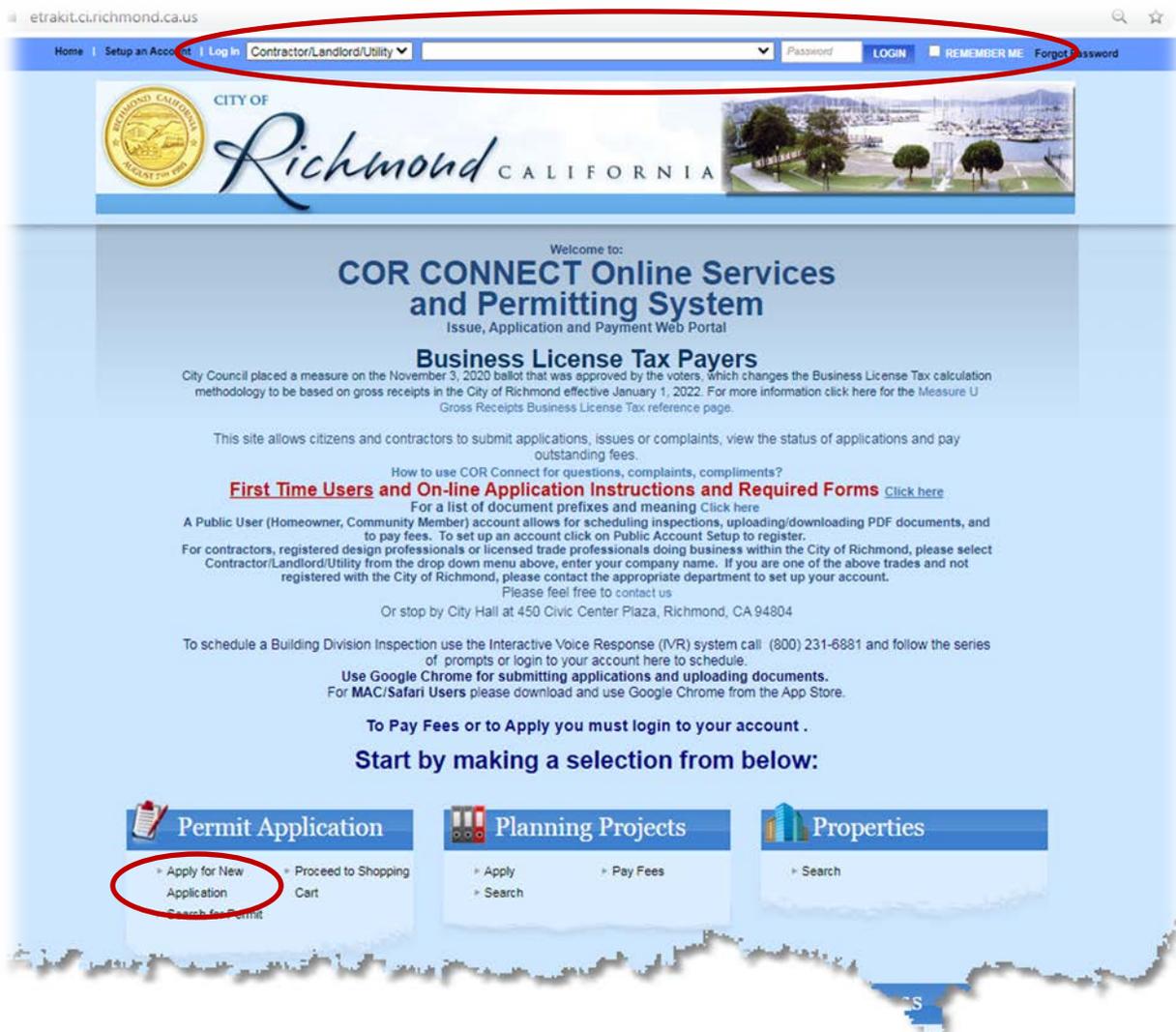
A Brief How-To Apply for Permits Guide

Access the City of Richmond’s “eTRAKiT” COR CONNECT Web Portal at <https://etrakit.ci.richmond.ca.us>

Public User (Homeowner, Community Member) account allows for scheduling inspections, uploading/downloading PDF documents, and to pay fees. To set up an account click on Public Account Setup to register. Contractors, registered design professionals or licensed trade professional please use your Contractor/Landlord/Utility account. **Select from the login Drop Down “Public User”.**

For contractors, registered design professionals or licensed trade professionals doing business within the City of Richmond, please select Contractor/Landlord/Utility from the drop down menu above, enter your company name. If you are one of the above trades and not registered with the City of Richmond, please contact the appropriate department to set up your account. **Select from the login Drop Down “Contractor/Landlord/Utility”.**

Enter Your Registered Contractor Name with the City or your Permt Technican will supply you with login and password. Check the “Remember Me” to always have your login appear.



FIRST TIME USERS and for all online Application

Instructions click on the option “Click here”

Understanding the simple 4 step application submittal process will get you thru the process.

This site allows citizens and contractors to submit applications, issues or complaints, view the status of applications and pay outstanding fees.

How to use COR Connect for questions, complaints, compliments?

First Time Users and On-line Application Instructions and Required Forms [Click here](#)

For a list of document prefixes and meaning [Click here](#)

A Public User (Homeowner, Community Member) account allows for scheduling inspections, uploading/downloading PDF documents, and to pay fees. To set up an account click on Public Account Setup to register.

For contractors, registered design professionals or licensed trade professionals doing business within the City of Richmond, please select Contractor/Landlord/Utility from the drop down menu above, enter your company name. If you are one of the above trades and not

Under the Permits menu select Apply/Submit Application. The Electronic Permit Submission Agreement will appear. If you agree click “ I agree” and the “Continue”.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

Electronic Permit Application Submission - Agreement

If your permit work scope is involves an HOA and the exterior of multiple attached condominium units, please contact a permit technician at permittechs@ci.richmond.ca.us before submitting an On-Line Building eTRAKiT application.

In response to current concerns related to the spread of the Coronavirus (COVID-19), to protect our community, citizens, customers and employees "Building Permit Application submittals" are now available at this time.

SOLAR INSTALLATION AND ELECTRICAL SERVICE UPGRADE PERMIT MUST BE SEPARATE APPLICATIONS
SOLAR INSTALLATION APPLICATION USE ONLINE SOLAR APPLICATION
SERVICE UPGRADE APPLICATION USE ONLINE BUILDING APPLICATION

This web page is a resource of permit information, and is not to be used as a substitute for the official correspondence that is given to your design professional or representative when building plans are submitted or returned. The City of Richmond makes no warranty, representation or guarantee as to the content, sequence, accuracy, timeliness or completeness of any of the database information provided herein. The City of Richmond explicitly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. The City of Richmond shall assume no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. Any decision made or action taken or not taken by user in reliance upon any information or data furnished here under is done so entirely at his or her sole risk.

I certify and state that the information presented in the application is correct. I agree to comply with all City ordinances and other laws relating to this application and hereby authorize representatives of the City of Richmond to enter upon the above mentioned property for inspection purposes. This application will expire in 180 days unless revoked, renewed or extended by the Building Official.

For PDF instructions on how to submit a Building Permit Application [click HERE](#). In order to utilize Adobe electronic signature, you must first download and save to your computer desktop.

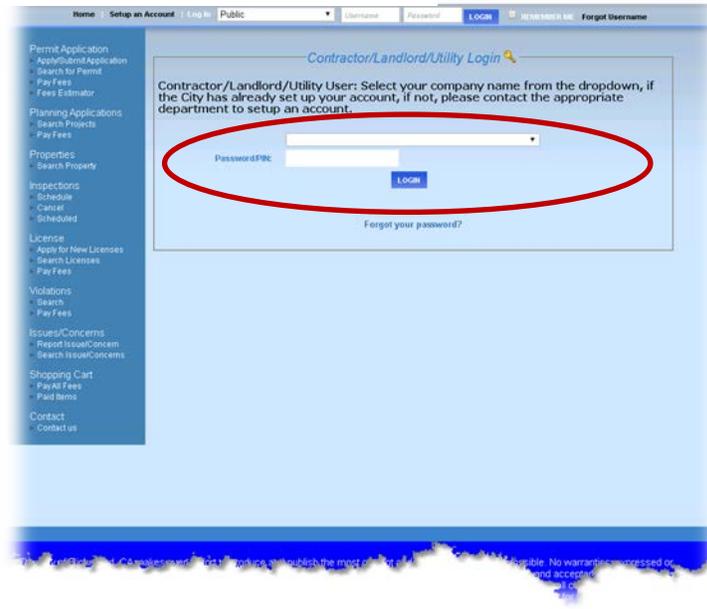
General inquiries or to schedule inspections for submitted encroachment or transportation applications call 510-307-8091. Building inspections call 800-231-6881.

I Agree
 I Disagree

[CONTINUE](#)

City of Richmond eTRAKiT Building Permit Application Process

If you selected Apply/Submit Application before logging you will get the following login screen.



Step 1. Permit Information.

1. Pick the Permit type “ONLINE BUILDING PERMIT APPLICATION” or what applies
2. Choose the Sub type that best describes the work (this will be updated by your permit tech).
 - RESIDENTIAL
 - COMMERCIAL - *only available when logged in as a contractor*
 - INDUSTRIAL - *only available when logged in as a contractor*
 - DEMOLITION
 - BACKUP BATTERY – POWER WALL

3. Enter a description of the scope of work (use the extended if more than 60 characters)
4. Enter the Estimated Job Valuation; this value shall include foundations, site preparation, contractor's charge, plan preparation, soil reports, HVAC equipment, labor, etc.
5. Enter the location address – USE THE SEARCH OPTION, first type in part of the address, street name or number. Locate your address when you see “Select from Address Below”. **YOU MUST press the “Search” button.**

If not listed or you see “There were no street names found.” Click the “Enter address manually” and enter the location address.

6. Check your relationship to the permit. Property Owner Contractor
Just a label, **Contractors include Architects, Planning Associates everyone else that is not the Property Owner.**
7. Use the select button to search for the fillable PDF Building Permit Application “PAF” **that you filled in, signed and dated,** and an Owner-Builder declaration if applicable. Name each attachment appropriately.
8. Click the Next step button at the bottom

Example on
next page

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

- Permit Application
 - Apply for New Application
 - Search for Permit
 - Pay Fees
 - Issued Permits Report
- Planning Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Business License
 - Apply for New License
 - Search License
 - Pay Fees
- Violations
 - Search
 - Pay Fees
- Issues/Concerns
 - Report Issue/Concern
 - Search Issue/Concerns
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

When to apply for a REVISION

If your permit application has been issued or your plans have been permitted.
* A copy of the original approved/stamped plans (JOB SITE SET) is required and serves as a reference.
* All Contractors or persons conducting business of any kind in Richmond are required to have a City of Richmond Business License

Enter the fields in the order that they appear

First Time Users, please read this first: [On-line Application Instructions and Required Forms](#). [How to apply and Required Forms](#) [Click here](#)

Permit Type Information

PERMIT Type: ONLINE BUILDING PERMIT APPLICATION

*PERMIT Subtype: RESIDENTIAL

*Detailed Scope of Work (continue below):
Description of Work to be performed (must match PAF form)
Detailed scope must match scope of work on the SIGNED PAF that you attach.
WATER HEATER REPLACEMENT please specify in the scope of work and on your attached permit application form if the water heater is gas or electric.

Extended Scope of Work/Notes:

Estimated Job Value: **Permit valuation** shall include total value of the work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final permit valuation shall be set by the building official.
For REVISIONS to permitted drawings ONLY: the permit type must be ONLINE REVISIONS TO A PERMITTED SET OF DRAWINGS OR DOCUMENTS. IF the revision increases the permit valuation, then the amount is the revision only.

Enter any or All Required data * denotes required fields

PARENT PROJECT

Approved Planning Nbr:

Location

*Enter part of your address and press search. When using the search tool, you must enter at least 4 digits.

City of Richmond eTRAKiT Building Permit Application Process

Location

*Enter part of your address and press search. When using the the APN, enter first 9 digits excluding dashes You must press search to locate the address
(TIP: when searching by address, do not use any punctuation or ST, DR, AVE, etc. in your search). For instance, for 450 S. Civic Center Plz., type only "450" and click search.

Search By ADDRESS OF WORK LOCATION

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor/Applicant
Check this box if you are the Contractor/Applicant

Attachments

*** You are required to attach a completed permit application form as a PDF (from the links below)**

Complete and attach a City of Richmond Permit Application, Building Permit Application Form and an Owner-Builder Declaration Form if applicable, a Grading/Land Development Application Form if applicable, a C&D Waste Recycling Form if applicable. Encroachment Permit Application Form, for Transportation Permits Transportation Permit Application.

MAC/Safari Users please download and use Google Chrome from the App Store.
PDF files. Should not be encrypted or password protected.
File names should be:
• All uppercase (capital) letters.
• Dashes are acceptable in PDF file names (BLD-1.pdf, ETR-1.pdf).
• No spaces in file names.
• File names must not contain special characters, such as asterisks, parenthesis, periods, question marks.

Please use the following naming convention of the filename if attaching to a Building Application
PAF-PERMIT APPLICATION FORM
1st SUBMITTAL PLANS, 2nd SUBMITTAL PLANS, 3rd SUBMITTAL PLANS , etc...
1st SUBMITTAL DOCUMENTS, 2nd SUBMITTAL DOCUMENTS, 3rd SUBMITTAL DOCUMENTS, etc ...

FAILURE TO PROVIDE ALL NECESSARY INFORMATION AND/OR DOCUMENTATION OR SUBMITTING THE FORM INCORRECTLY/INCOMPLETELY WILL RESULT IN THE DENIAL OF THE PERMIT REQUEST. IF THE REQUEST IS DENIED, CUSTOMERS MUST RESUBMIT A NEW APPLICATION WITH ALL NECESSARY DOCUMENTATION. ONCE THE PERMIT HAS BEEN ISSUED, ANY CHANGES TO THE PERMIT MAY BE SUBJECT TO ADDITIONAL FEES.

Filename

Description

When uploading files, drawings or plans you must click the upload

button.

Click the Next step button at the bottom of the page to go to step 2.

City of Richmond eTRAKiT Building Permit Application Process

Step 2. Verify the Applicant and Contractor contact Information. You cannot change the license or ID number in the contractor information. That was assigned by our organization. If blank enter the assigned California State License Board Number.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

- Permit Application
 - Apply/Submit Application
 - Search for Permit
 - Pay Fees
 - Fees Estimator
 - Issued Permits Report
- Planning Applications
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- License
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations
 - Search
 - Pay Fees
- Issues/Concerns
 - Report Issue/Concern
 - Search Issue/Concerns
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 → **STEP 2 CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a **ONLINE BUILDING PERMIT APPLICATION** Permit

Applicant Information

*Name	CRW SYSTEMS INC	*Phone	(510) 620-6740
*Address	450 Civic Center Plaza	*Email Address	noreply@ci.richmond.ca.us
*City	RICHMOND	License or ID	5106206740
*State	CA	*Zip	94804 - []

Owner Information

Name	RICHMOND CITY OF	Phone	[]-[]-[]
Address	1401 S MARINA WAY	Email Address	[]
City	RICHMOND	Zip	94804 - 3746
State	CA		

CLEAR

Contractor Information

*Name	CRW SYSTEMS INC	*Phone	(510) 620-6740
*Address	450 Civic Center Plaza	*Email Address	noreply@ci.richmond.ca.us
*City	RICHMOND	License or ID	5106206740
*State	CA	*Zip	94804 - []

CANCEL PREVIOUS STEP **NEXT STEP**

Click the Next step button at the bottom of the page to go to step 3.

City of Richmond eTRAKiT Building Permit Application Process

Step 3. Permit Fees. A Filing fee is automatically assessed but once reviewed additional filling fees may be incurred. Additional permit fees will be added by a permit technician based on the scope of work.

e-trakit.ci.richmond.ca.us/PermitApplication/permit_select_fees.aspx?activityNo=ECON_200326011656709

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Permit Application

- Apply/Submit Application
- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Planning Applications

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues/Concerns

- Report Issue/Concern
- Search Issue/Concerns

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Application

Application for a ONLINE BUILDING PERMIT APPLICATION Permit

Select	Quantity	Description	Amount
<input checked="" type="checkbox"/>	1	BLD REGULATIONS PERMIT FEE FILING FEE	\$128.00
Total Amount :			\$128.00

CANCEL PREVIOUS STEP NEXT STEP

Click the Next step button at the bottom, to proceed to the review and submit step.

City of Richmond eTRAKiT Building Permit Application Process

Verify permit application details (**Review the information prior to submitting**)

Any additional attachments can be uploaded here. For large files over 50mb please refer to the document 'How to upload large files' on the Required Forms and instructions page.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Permit Application

- Apply/Submit Application
- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Planning Applications

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues/Concerns

- Report Issue/Concern
- Search Issue/Concerns

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** → STEP 4

Application for a ONLINE BUILDING PERMIT APPLICATION Permit

Permit Information [EDIT]

Type	ONLINE BUILDING PERMIT APPLICATION
Subtype	COMMERCIAL
Description	Put the lime in the...
Job Value	15,000

Location [EDIT]

450 CIVIC CENTER PLZ
RICHMOND, CA 94804-1654

Fee Information [EDIT]

Type	Amount
BLD REGULATIONS PERMIT FEE	\$128.00
FILING FEE	128.00
Total Fees	\$128.00

Contacts [EDIT]

Applicant Information

CRW SYSTEMS INC (510) 620-6868
450 Civic Center Plaza sonya_dajani@ci.richmond.ca.us
RICHMOND, CA 94804

Owner Information

RICHMOND CITY OF
1401 S MARINA WAY sonya_dajani@ci.richmond.ca.us
RICHMOND, CA 94804 - 4374

Contractor Information

CRW SYSTEMS INC (510) 620-6740
450 Civic Center Plaza sonya_dajani@ci.richmond.ca.us
RICHMOND, CA 94804

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PROCEED TO PAYMENT](#)

Click on the **PROCEED TO PAYMENT** button to proceed to the check summary (cart) step

Payment (Checkout Summary)

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS, INC

My Dashboard

Permit Application

- Apply/Submit Application
- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Planning Applications

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues/Concerns

- Report Issue/Concern
- Search Issue/Concerns

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 CHECKOUT/CONFIRMATION**

Checkout Summary

The City of Richmond makes every effort to ensure that the fees are applied, updated and calculated correctly within the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the license/project/permit, etc. By applying and paying fees on line, by mail, or by person/courier, you understand you are responsible for any and all fees applicable to your application/license/project/permit at any time.

Description	Quantity	Amount
ONLINE BUILDING PERMIT APPLICATION Permit		
BLD REGULATIONS PERMIT FEE	1	\$128.00
<i>FILING FEE</i>		128.00
		Fees Due: \$128.00
		Total: \$128.00

[BACK TO STEP ONE](#) [ADD TO SHOPPING CART](#) [PAY NOW](#)

The City of Richmond, CA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the information, its use, or its interpretation. Use of this information is at the user's understanding and acceptance of this disclaimer. The information is not intended to be a substitute for professional advice, and that the user should consult with a professional to ensure that the information is correct, and that the user has the necessary resources to complete the process.

Click on the Pay now Button to view cart and complete transaction.

City of Richmond eTRAKiT Building Permit Application Process

Credit Card Payment Details

Enter your credit card information



[Pay with credit or debit card](#)

Card Number

Expiration Date /

min / yy

CSC

[What is this ?](#)

Billing Address

First name

Last name

Country

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

Email Address

Order summary

Total (USD): 128.00

Click the Pay Now Button. You will be emailed a receipt

City of Richmond eTRAKiT Building Permit Application Process

Your application has been received and will now be reviewed, and the permit type and subtype will be updated accordingly. You can follow the review process by clicking on the review tab. Once the fees are added and approved you will receive an email with the instructions on how to pay.

The screenshot displays the eTRAKiT Building Permit Application Process interface. On the left is a navigation menu with categories: Permit Application, Planning Applications, Properties, Inspections, License, Violations, Issues/Concerns, Shopping Cart, and Contact. The main content area shows a search bar with 'PERMIT_NO' selected and a 'SEARCH' button. Below the search bar, the permit details for 'Permit #B20-00777' are displayed. The permit information includes: Type: ONLINE BUILDING PERMIT APPLICATION, Subtype: COMMERCIAL, Scope of Work: Put the line in the coconut, Status: eTRAKIT-APPLIED, Applied Date: 3/26/2020, Approved Date, Issued Date, Finaled Date, and Expiration Date. There are also tabs for 'Permit Info', 'Site Info', 'Contacts (3)', 'Fees \$128.00', 'Conditions', and 'Reviews (1)'. A link for 'Attachment' and 'Add To Cart' is visible above the tabs.

City of Richmond eTRAKiT Building Permit Application Process

You should receive a confirmation email like the one shown below acknowledging receipt of your application.

YOUR PERMIT APPLICATION HAS BEEN RECEIVED B20-00805

Building Regulations Division - City of Richmond [DoNotReply@ci.richmond.ca.us]

Sent:

To: noreply@ci.richmond.ca.us

Importance:High

CONFIRMATION OF PERMIT APPLICATION



Your application has been received. Please do not call to confirm receipt as this replication of work takes time away from processing applications.

Please log into your ["eTRAKiT"](#) account to check status, pay fees, attach documents or print documents.

As we are currently expiring a surge in application submittals and resubmittals **we are unable to provide individual updates at this time**. Once permits are issued or comments prepared, we will be emailing them directly to you.

Thank you for your patience and understanding.

IF YOU HAVE QUESTIONS, PLEASE DO NOT SEND EMAILS TO INDIVIDUAL STAFF, REACH OUT TO PERMITS AT permittechs@ci.richmond.ca.us OR CALL 510-620-6868, INCLUDE THE PERMIT OR APPLICATION NUMBER. AS WE ARE IN A PANDEMIC WE DO HAVE STAFF WORKING REMOTELY OR IF THEY ARE OUT FOR THE DAY NO ONE WILL BE ABLE TO ASSIST YOU.

Once it has been reviewed, Fees will be assessed and you will receive an email confirmation with instructions on how to pay the permit fees.

***** ATTENTION *** ATENCIÓN*****

Please note that the fee paid online for your Building Permit Application is a Filing/Application fee only. Additional fees will be assessed upon review of your application and a plan check may be generated. If a plan check is needed you will receive payment notice with a **BP** number "BUILDING PLAN CHECK". Your Plans will not be routed until your plan check fees are paid.

Tenga en cuenta que la tarifa pagada en línea por una solicitud de permiso de construcción es solo una tarifa para solicitar los servicios. Los cargos adicionales se le informarán tras revisar su solicitud y los planos, en caso de que se necesite. Si se necesita revisión de sus planos, recibirá un aviso de pago con un número de BP "BUILDING PLAN CHECK". Sus planos no se revisaran hasta que se paguen los cargos correspondientes.

***** ATTENTION *** ATENCIÓN*****

Your application may be delayed or inspections cancelled due to your State of CA contractor license has expired according to our records.

Please see details below:

State License Number: 5106206740

CA License Exp Date:

Planning and Building Services - Building Regulations Division

450 Civic Center Plaza, 2nd Floor
Richmond, CA 94804
Phone : (510) 620-6868
Fax : (510) 621-1239
Building Appointment email: buildingapp@ci.richmond.ca.us

Permit Application ID:	B20-00805
Applicant:	CRW SYSTEMS INC
Contractor name:	CRW SYSTEMS INC
Date Applied:	03-31-2020
Permit Type:	ONLINE BUILDING PERMIT APPLICATION

City of Richmond eTRAKiT Building Permit Application Process

At any time, once logged in, you can click on the Dashboard option to view all current activity in regards to licenses, permits projects and open issues. You can view the location, status, fees due or upload any documents needed to complete your application by clicking on the paper clip.

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Permit Application

- Apply/Submit Application
- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Planning Applications

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues/Concerns

- Report Issue/Concern
- Search Issue/Concerns

Shopping Cart

- Pay All Fees
- Paid Items

Contact

Hello CRW SYSTEMS INC.
Below is a Dashboard of your current activities.

My Open Permit Applications

1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		3/26/2020	Delete

My Active Permits

29 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
B20-00777	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00778	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00779	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00781	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00782	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00783	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00784	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	
B20-00785	450 CIVIC ...	ONLINE BUILDING PERMIT APPLICATION	eTRAKIT-APPLIED		\$128.00	

By clicking the red circle X you will remove that activity from your dashboard. Only if paid and completed.

Paying Your Outstanding Permit Fees Tax [Click here to login and pay](#)

- **Login:** In order to pay fees, users must be logged in.
- **Using your Dashboard:** Click on the application number and then click on the **Add Fees to Cart** button.
- **Find:** Search for the Permit application that has outstanding fees to pay.
- **Pay:** Click on the **Pay All Fees** button.
- **Shopping Cart:** Confirm the Application you are about to pay, and then click on the **PROCEED TO CHECKOUT** button.

Click on the **PROCEED TO PAYMENT** button