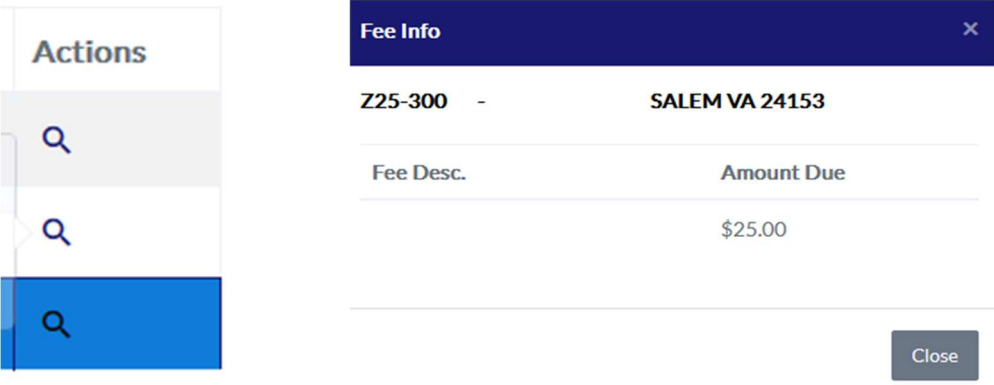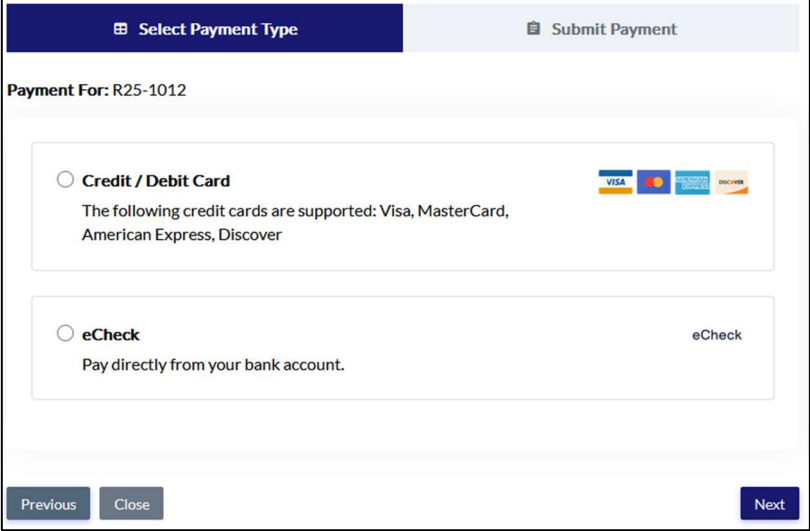# Paying Application Fees

Requirements

- Application Portal Account
- An application number
- A method of payment

   Online Payments can be made using most major credit & debit cards. eCheck allows you to pay directly from a bank account.

Process

1. Log into the Application Portal		
2. Click on My Fees	My Applications **My Fees** My Inspections	
3. Select the Permit(s) you wish to pay fees for	Permit Number / Project Name / Permit Type / Permit Sub-Type / Location / Amount Due / Actions — R25-████ / Residential Building / Addition / ████ / $61.40 / 🔍	

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Paying Application Fees

4. Optional – Click the Magnifying Glass Icon in Actions to view fee details *Application Number, Address and Fee Descriptions will be shown here*	
5. Click Pay	
6. Select Your Payment Type	

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Paying Application Fees
Credit Card Payments

1. Select Credit/Debit	**Credit / Debit Card** The following credit cards are supported: Visa, MasterCard, American Express, Discover
2. Click Next	Next
3. Enter your payment information	**Payment For:** **Total Amount:** $61.40 Card Number * Exp. Date * Card Code **Billing Address** First Name * Last Name * Billing Country * USA Zip * Street Address * City * State * Phone Number Email *

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4. Click Pay	Pay
5. Once completed you will see a confirmation message similar to this. It will have your reference number and card details. *The City advises customers to keep a copy of this payment ID for their records*	**Payment For:** **Total Amount:** $61.40 **Thank you for your payment** ✓ Please see your payment details below. Application Number: R25- Payment Amount: $61.40 Account Number: XXXX Account Type: Visa Reference Number: 8003870 1
Itemized Receipts can be requested from communitydev@salemva.gov	

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eCheck

1. Select Credit/Debit	**eCheck** — Pay directly from your bank account. / eCheck
2. Click Next	Next
3. Enter your payment information	Bank Name / Name On Account * Account Number * / ABA Routing Number * Bank Account Type: Personal Checking **Billing Address** First Name * / Last Name * Billing Country * USA / Zip * Street Address * / City * State * / Phone Number Email *
4. Click Pay	Pay

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Paying Application Fees

5. Once completed you will see a confirmation message similar to this. It will have your reference number and card details.

The City advises customers to keep a copy of this payment ID for their records

Payment For: Z25-

Total Amount: $25.00

Thank you for your payment

Please see your payment details below.

Application Number: Z25-

Payment Amount: $25.00

Account Number: XXXX

Account Type: eCheck

Reference Number: 8003   7

Itemized Receipts can be requested from communitydev@salemva.gov

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Paying Application Fees
Frequently Asked Questions

I have multiple permits to pay, can I pay them all at the same time?

Yes! You can select multiple permits and pay for them all with a single transaction

Can I make partial payment for a permit?

No. Permit fees must be paid in full.

Once I've paid, is my permit issued?

No. Once your payment has been received, and processed internally, you will receive an email notification of permit issuance. Permits are manually issued by Community Development during office hours. Please allow up to 48 hours for this process to be completed before contacting the department.
Weekends and Holidays may impact processing times.

Why am I being charged some of these fees?

Fees are assessed based on a published fee schedule available on the City of Salem's website. For more information on your specific application, please contact Community Development **before** remitting payment.

Can I pay in Cash?

No. As part of our move to an online application system, all permits must be paid for through the application portal. Payments are accepted from most major credit and debit cards, and the eCheck process for direct transfer from a bank account.

Are there transaction fees associated with these payments?

The City of Salem does not charge separate transaction fees for using the online payment system; however, your Financial Institution may charge you fees related to your Credit Card, Debit Card or eCheck transactions, including transaction fees or fees for attempting transfers without sufficient funds.

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