



Permits Online: Paying Fees

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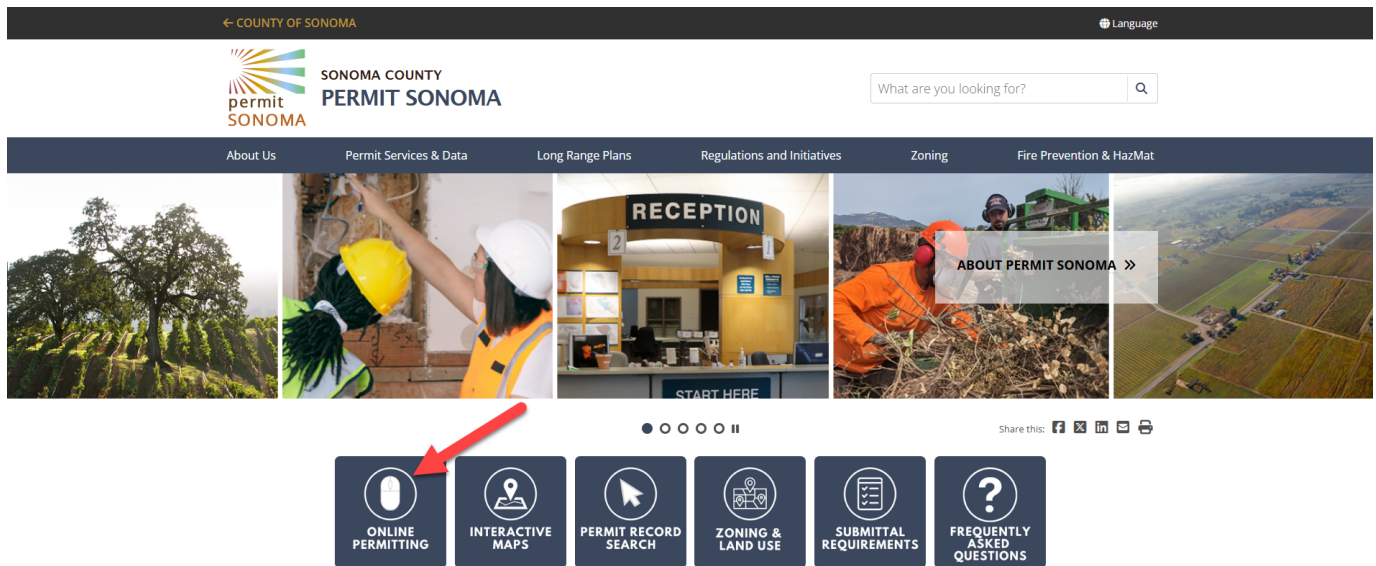
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Go to Permits Online

- 1) In your web browser, go to: www.PermitsSonoma.org
- 2) From the first row of dark blue feature icons, select **Online Permitting**.



3) Welcome to Permits Online. From here you will be able to: Apply for permits, upload documents to permit applications, review previously uploaded documents*, pay fees, schedule inspections, etc.



Accessing/creating an account - To access your permit, you must be a registered user. Select **Register/Log In** near the top of the page. **Register / Log In**

- **Existing Users** – Enter your Email Address and Password and select the **Sign In** button. (Continue to **Accessing Your Permit** section below)
- **New Users** – To create a Permits Online account, view [Permits Online: Registering for Account](#) (PDF)

Accessing Your Permit

Link Account to Permits

If you applied for your permit in person, or were added as a Contact, you must first request that your online account be linked with your permit in order to upload documents and schedule inspections. Submit a request by filling out this online form: www.permitsonoma.org/AccountLinking

Once logged in,

- 1) Enter your permit number in the **Search Existing Permits** field and select the **Search** icon.



- 2) The Search Results will display. If there are multiple results, select the Record Number (permit number) you wish to view.
- 3) The permit information will display. From here you can: Attach/upload documents, review previously uploaded documents*, pay fees, and schedule inspections.

A screenshot of the permit details page for a "Building Permit No Plan Check". The page has a teal header with the title "Building Permit No Plan Check" and "Record Status: Issued". Below the header are tabs for "Record Info" and "Payments". The main content area is divided into sections: "Work Location" (999 Accela Way, Accola Hills, CA 90999), "Record Details" (with a "More Details" link), "Inspections" (with "Upcoming" and "Completed" subsections), and "Attachments". The "Attachments" section shows a table of files:

Name	Record ID	Record Type	Entity Type	Type	Size	Lasts Update	Action	Entity
180829_LOCAL_FULL.PDF		Building Permit No Plan Check	Record	CONSTRUCTION PLANS	7.01 MB	02/28/2020	Actions	Building Permit No Plan Check
AME_NOBLEMODULAR.PDF		Building Permit No Plan Check	Record	OTHER	24.11 KB	03/02/2020	Actions	Building Permit No Plan Check

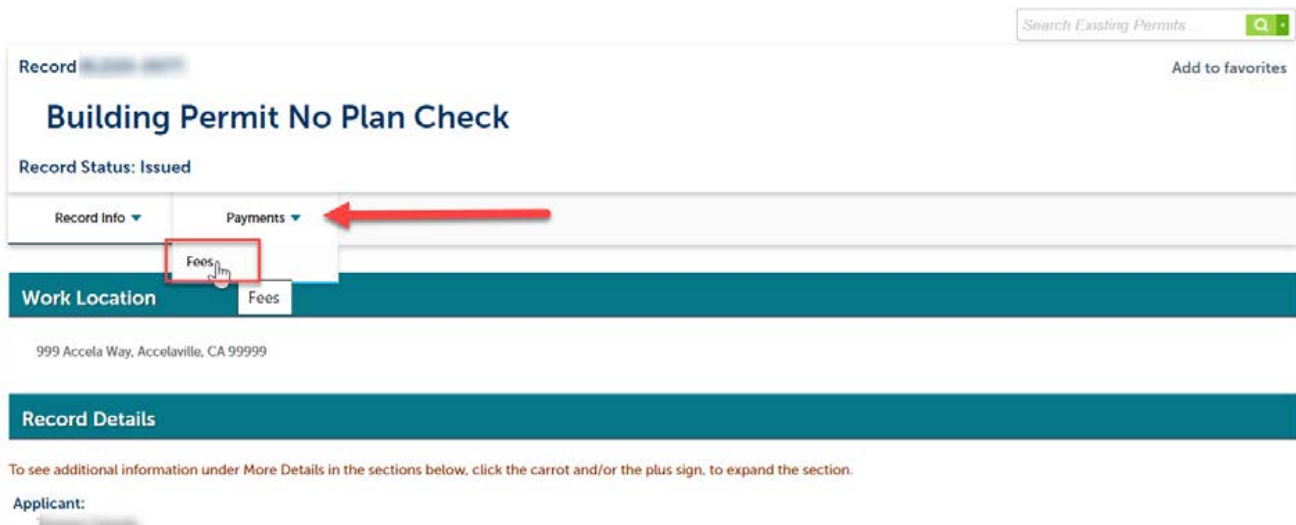
An "Add/Browse" button is located below the table.

Paying Fees

Note: Partial payments cannot be made via Permits Online. Only payment of the full amount due can be made via Permits Online.

Trust Account Payments: Email Accounting staff: PRMD-Acctg@sonomacounty.gov

- 1) To pay fees, select **Payments** at the top of the page, then **Fees**.



Record **11000-0000** Search Existing Permits
Add to favorites

Building Permit No Plan Check

Record Status: Issued

Record Info ▼ | **Payments ▼** →

Fees ↓

Work Location Fees

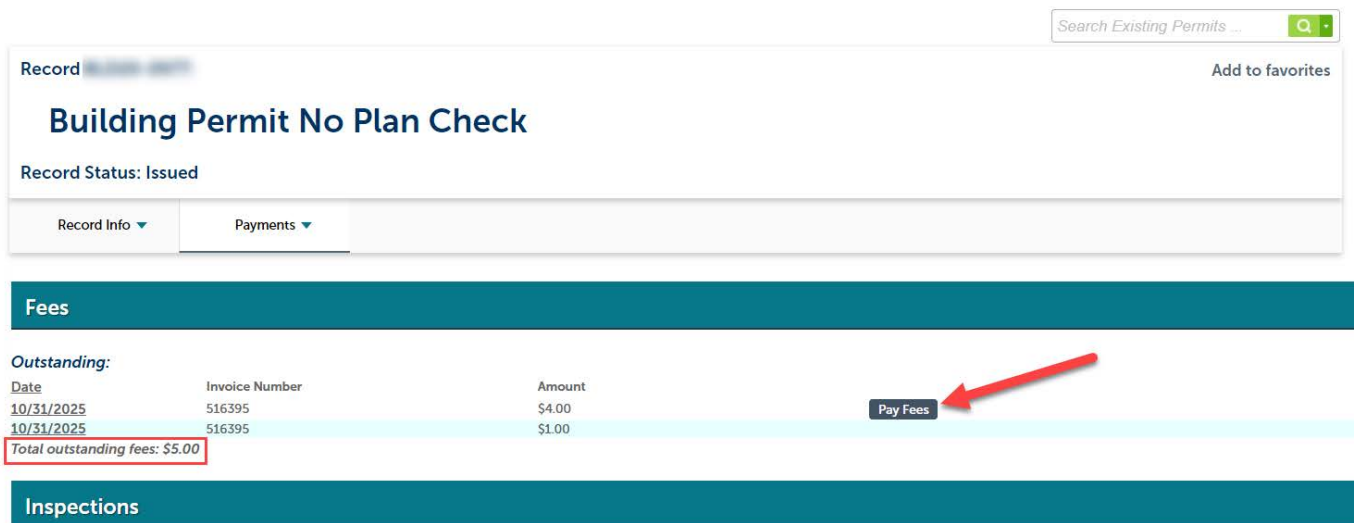
999 Accela Way, Accelaville, CA 99999

Record Details

To see additional information under More Details in the sections below, click the carrot and/or the plus sign, to expand the section.

Applicant:

- 2) If fees are due, you will see a **Pay Fees** button.



Record **11000-0000** Search Existing Permits
Add to favorites

Building Permit No Plan Check

Record Status: Issued

Record Info ▼ | **Payments ▼** | **Fees ▼**

Fees

Outstanding:

Date	Invoice Number	Amount
10/31/2025	516395	\$4.00
10/31/2025	516395	\$1.00

Total outstanding fees: \$5.00

→

Inspections

3) After selecting the **Pay Fees** link, you will see a summary screen. Select **Pay Now** button.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Technology Enhancement	4	\$4.00
Plan Check Fee	1	\$1.00

TOTAL FEES: \$5.00

Note: This does not include additional inspection fees which may be assessed later.



4) Fill in the required information and select **Submit Payment**.

Please select a payment method and then fill in all required information.
The available payment methods are:

•Credit Card

* indicates a required field.

Payment Options

Amount to be charged: \$5.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Main Phone:

E-mail:

