



FEE PAYMENT OPTIONS

FORM

HOW DO I PAY FEES?

The Community Development Department and Public Works Department now accepts all applications and documents online through the [Accela Citizen Access Portal \(ACA\)](#). Information about online submittals is available on the City website under [Apply for a Permit](#). Once your online application is submitted, City staff will follow up electronically with an invoice for the appropriate fee amount.

Select one of the options below to pay your fees. Please do not fill out a check or try to make payments before you have been invoiced with the total fee amount. The City cannot receive credit card payments over the telephone or by email. Applications will not be accepted for processing until all fees are paid.

THERE ARE 3 WAYS YOU CAN PAY FEES:



ONLINE

- **Online Payment** by credit card or e-check, must be made in an ACA account and your account must be linked to the record.
- There is a processing fee for credit card payments online through ACA.
- To start, login to the [Citizen Access portal](#). Go to My Records and select the appropriate record. Look under Action for "Fees Due".



CHECK / CASH

- **Checks** or **Cash** may be mailed or dropped off during business hours.
- Make checks payable to: City of Santa Barbara
- Checks must be imprinted with: Name; Address; City, State, and Zip Code, Phone Number.
- Checks and cash must be accompanied by the **Fee Payment Form** on page 2.



CREDIT CARD

- **Credit Card** payments may be mailed or dropped off during business hours.
- Payment by credit card is limited to \$2,500 if not processed through ACA.
- Credit card payments must be accompanied by the **Fee Payment Form** on page 2.

FEE PAYMENT FORM

INSTRUCTIONS: Submit this form only if you are **NOT** paying fees online processed by ACA. Amount not to exceed amount of fees due. No cash back. No credit applied toward future transactions.

PAYMENT TYPE

Check Cash Credit Card (check one): Visa Mastercard Discover

Mail Drop-Off TOTAL FEES DUE : \$

PROJECT INFORMATION

Date: RECORD # (required) :

Project Address:

CONTACT INFORMATION

CHECK ONE: PROPERTY OWNER AUTHORIZED AGENT OF PROPERTY OWNER

Name: Company:

Address: ZIP:

Email: Phone:

Owner/Agent Signature: Date:

CREDIT CARD INFORMATION

Name (as printed on card) :

Billing Address: ZIP:

Account Number: Exp. Date: Verification Code:

Amount To Be Charged to Card: \$

Cardholder acknowledges receipt of goods or services in the amount of the total shown hereon and agrees to fulfil the obligations set forth in the Cardholder's agreement with the card issues. Payment by credit card is limited to \$2,500. Credit card transactions of more than \$2,500 will not be accepted.

Cardholder Signature: Date:

U.S. MAIL	LOBBY DROP-OFF
City of Santa Barbara P.O. Box 1990, Santa Barbara, CA 93102-1990	630 Garden Street During Business Hours Only