



COMMUNITY DEVELOPMENT | PUBLIC WORKS

630 GARDEN ST. SANTA BARBARA, CA 93101

Cashier (805) 564-5485 Ext. 4548 | SantaBarbaraCA.gov

FEE PAYMENT OPTIONS

INFORMATION & FORM

HOW DO I PAY FEES?

The City of Santa Barbara **Community Development Department** and **Public Works Department** now accepts all permits and applications, including all supporting plans and documents, online via our [Accela Citizen Access Portal \(ACA\)](#). 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

- To pay **online** by credit card or e-check, you must have an ACA account and your account must be linked to the record
- Please note 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". Click [here](#) for more information



CHECK or 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, faxed, 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 ☐ Fax ☐ 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 PAYMENT

Name (as printed on card) : _____

Billing Address: _____ ZIP: _____

Account Number: _____ Exp. Date: _____ Verification Code: _____

Cardholder acknowledges receipt of goods or services in the amount of the total shown hereon and agrees to perform 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 more than \$2,500 will not be accepted.

Cardholder Signature: _____ Date: _____

U.S. MAIL	LOBBY DROP-OFF	FAX
City of Santa Barbara P.O. Box 1990, Santa Barbara, CA 93102-1990	630 Garden Street During Business Hours Only	Building & Safety: (805) 564-5476 Planning Counter: (805) 564-5374 Public Works: (805) 564-5467 Records & Archives: (805) 564-5374