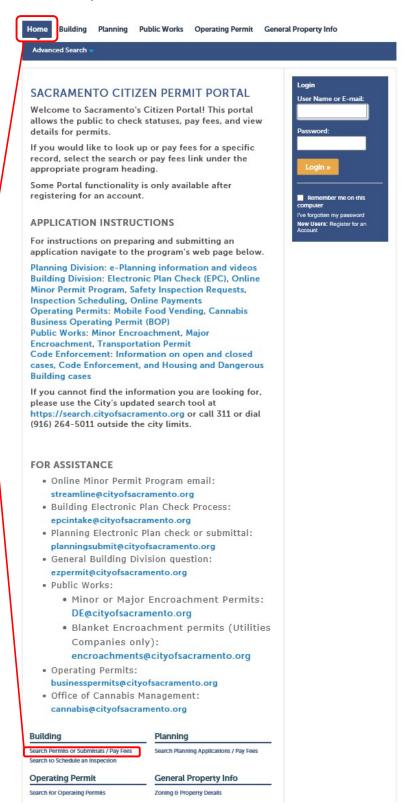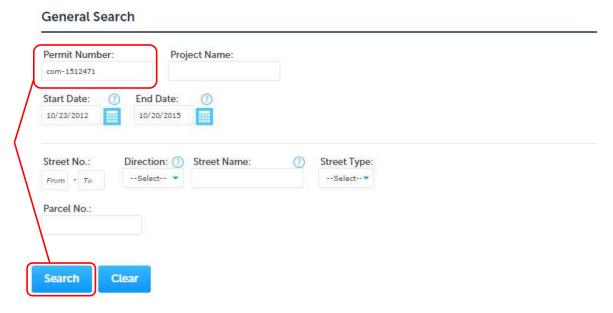## Paying Submittal Fees

You can pay submittal fees in three possible ways, on-line (using a credit card or electronic check), or via standard mail (with a check).
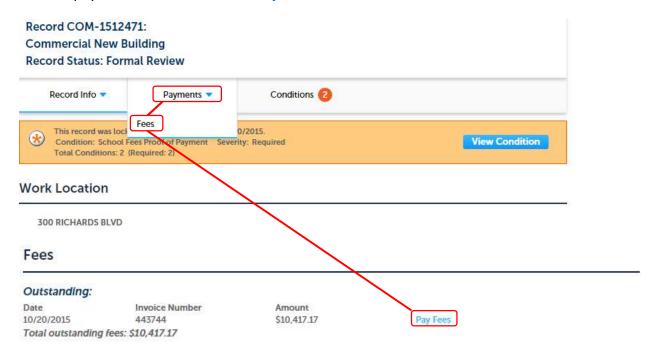
To **pay on-line** go to the Citizen Portal (http://aca-prod.accela.com/sacramento). From the home tab, select the *Search Permits or Submittals / Pay Fees* link.

Enter the COM-, RES-, FPP, or MP- in the *Permit Number* box and then select the *Search* button to move forward.

Select the blue arrow on the *Payments* tile. Then select the *Fees* link. This will display the invoiced submittal fees. To pay the fees select the blue ***Pay Fees*** link.

To mail in payment, mail a check made out to the City of Sacramento for the amount of owed fees with the invoice number and permit record number:

<div align="center">

City of Sacramento, Building Division, EPC Intake

Attention: David Phillips/Christopher Walden - Payment for (the COM-, RES-, MP-, FPP- number here)

300 Richards Blvd, 3rd Floor

Sacramento, CA 95811

Be sure to include a copy of the invoice.

</div>