

## How to Pay Re-Inspection Fees

### Table of Contents

Information to Know.....	2
Ways to View a Re-Inspection Fee.....	3-6
View – My Invoices/Payments.....	3-4
View – My Permits – Summary tab.....	5
View – My Permits – Fees tab.....	6
Paying a Re-Inspection Fee.....	7
Requesting an Inspection after Paying.....	8

## Information to Know

Please note that if you need to pay a re-inspection fee, the following will take place prior to payment:

Permit Number: COM-0154-2017

Add to Cart

- A hold currently exists on this permit.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Commercial Footing/Foundation

Status: On Hold-Re-Inspection Fee

- Your permit status will say On Hold – Re-Inspection Fee

Permit Number: COM-0154-2017

Add to Cart

- A hold currently exists on this permit.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Commercial Footing/Foundation

Status: On Hold-Re-Inspection Fee

Summary

Locations

Fees !

Reviews

Inspections !

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

[Existing Holds](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Holds

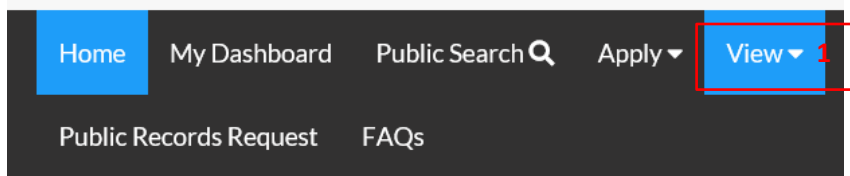
Sort

Name	Description	Comments	Hold Date	Status
Re-Inspection Fee Required	Please see your fees to see which outstanding fees you need to pay for.		07/30/2019	Active

- Your permit will have a Re-Inspection Fee Required hold
- You will not be able to request any inspections online until this fee has been paid
- You will not be able to pay this fee until the fee has been invoiced by the Building Department
  - If this fee has not been invoiced yet, please contact the Building Department

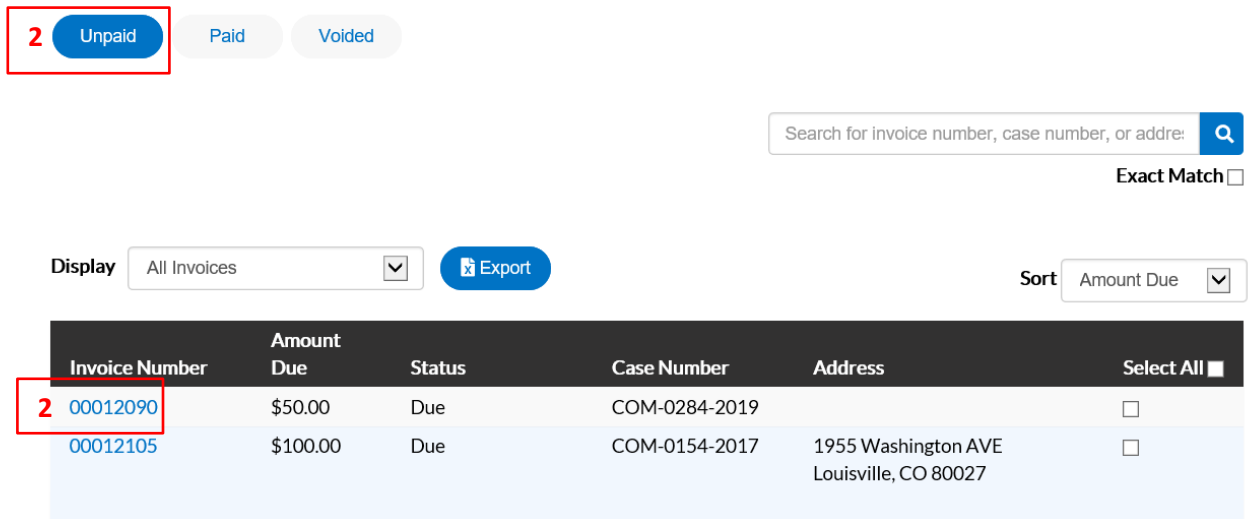
## Ways to View a Re-Inspection Fee

### View – My Invoices/Payments



1. By clicking My Invoices/Payments, you will be taken to a screen that lists all your invoices.

### My Invoices



2. Under the Unpaid tab, select the invoice number you want to pay for.

Invoice Number: 00012090



Invoice Status: Due

Invoice Date: 06/13/2019

Invoice Due Date: 06/13/2019

Invoice Total: \$50.00

Invoice Description: NONE

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Lost Inspection/Permit Card Fee - Building	\$50.00	\$50.00	COM-0284-2019	Permit	\$50.00 fee for lost inspection/permit card

Results per page  1 - 1 of 1 << < 1 > >>

Add To Cart 3

3. Click on Add to Cart

View – My Permits – Summary tab

Home My Dashboard Public Search Apply **1 View**

Public Records Request FAQs

**PERMITS** **INSPECTIONS** **LICENSES**

**1** > My Permits

> Request an Inspection

> Today's Inspections

> My Inspection History

> My Contractor Licenses

Permit Number: COM-0154-2017 **Add to Cart**

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

**Type:** Commercial Footing/Foundation **Status:** On Hold-Re-Inspection Fee

**1** Summary Locations Fees **1** Reviews Inspections **1** Attachments Contacts Sub-Records Holds

Meetings More Info

**Progress** 12% Completed

Completed  
In Progress  
Not Started

**Workflow** Footing/Foundation Plan Review - Passed: 11/17/2017

**Actions** **1** Unpaid Fees \$100.00 07-30-2019 **Pay Now**

1. By clicking Pay Now, you may access the Shopping Cart screen where the invoice is listed.

View – My Permits – Fees tab

Home My Dashboard Public Search Apply **1 View**

Public Records Request FAQs

**PERMITS** **INSPECTIONS** **LICENSES**

**1** > My Permits

- > Request an Inspection
- > Today's Inspections
- > My Inspection History

> My Contractor Licenses

Permit Number: COM-0154-2017 **1 Add to Cart**

- A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: Commercial Footing/Foundation Status: On Hold-Re-Inspection Fee

Summary Locations **Fees 1** Reviews Inspections Attachments Contacts Sub-Records Holds

Meetings More Info

Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu

Remaining Fees Sort Fee

Fee	Invoice	Computed	Amount Due
Re-Inspection Fee - Building	00012105	\$100.00	\$100.00

Results per page 10 1 - 1 of 1 << < 1 > >>

1. Under the Fees tab, by clicking Add to Cart, you may access the Shopping Cart screen where the invoice is listed.

## Paying a Re-Inspection Fee

### Shopping Cart

**Total \$11.59**

**2** [Check Out](#)

<b>Invoice:</b> 00013650 <b>Due Date:</b> 12/16/2019	<b>Description:</b> NONE <b>Billing Contact:</b> Liz Schettler (TEST) (Schettler, Liz)	<b>\$11.59</b>
---	---	----------------

Case Number	Project	Case Address	Amount Due
MISC-2677-2018		749 MAIN ST Louisville CO 80027	\$11.59

[Remove](#) **1**

  
[Top | Main Menu](#)

**Total \$11.59**

[Check Out](#)

1. Remove – Clicking this button will remove that particular invoiced fee from the list and into your total cart.
2. Check Out – Takes you to a payment screen to complete the payment of the invoiced fee(s) selected in the shopping cart.

### *Requesting an Inspection after Paying*

1. Once you have paid, it may take a couple minutes for the online portal to register that you have successfully paid your re-inspection fee. Please refresh your permit record. The system will automatically remove your hold and update your permit status back to Issued. After this, you will be able to request an inspection again.