

## CITY OF MANZANITA

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## ePermitting: Making a Payment-Public Works

Building Permits.Oregon.gov > ePermitting

## Below are the steps to pay the permit fees for a permit already entered into the ePermitting system:

- 1. Go to Oregon ePermitting <u>here</u>
- Scroll down and under 'What would you like to do today?' see 'Public Works' click 'Search' in *blue*
- 3. Under General Search type in the Permit Application # (xxx-xx-xxxxx-PW)
- 4. You can also, Under General Search, type in the **Street Number** (in *from* <u>or</u> *to* box):\_\_\_\_ and **Street Name**: \_\_\_\_\_
- 5. Then click '**Search>>**' box
- 6. Select the Payments Tab and click on the pull down menu select Fees in *blue*
- 7. Click on 'Pay Fees' in *blue*
- 8. See Application Fees click on '**Continue Application**' box
- 9. Complete Payment as instructed.

ePermitting should give you a receipt with option to print/save as pdf– but if not, there will be one in the system and we can email it to you – just let us know.

ePermitting help number: (503) 373-7396 or (800) 442-7457

Thank you!

Manzanita Development Services