

## Payments on Public Health Permit Center

Select the topic below to go to those instructions.

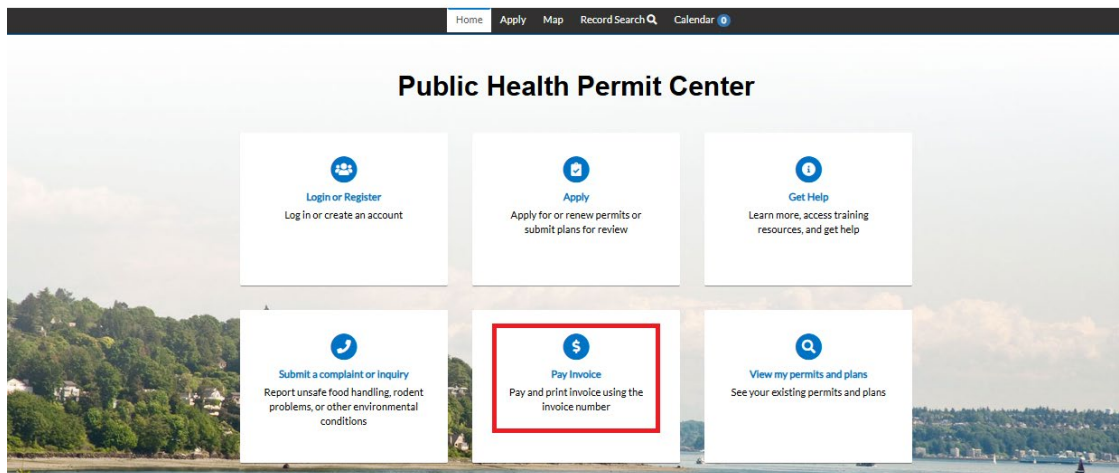
- [How to pay a fee \*\*without logging into\*\* an account](#)
- [How to pay a fee \*\*when you're logged in\*\* to your account](#)
- [How to view and pay fees added after application submittal](#)
- [How to view and print invoices](#)

Note: To view or pay fees, the fees must be invoiced first by King County.

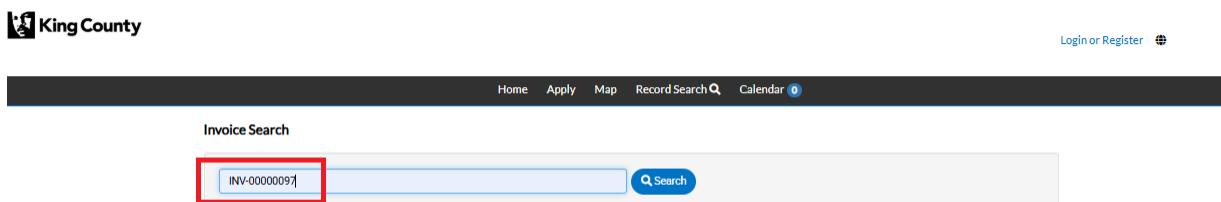
## How to pay a fee without logging in to an account

You can pay an invoice if you don't have an account or aren't logged into the Permit Center.

1. On the [Public Health Permit Center](#) homepage, click the **"Pay Invoice"** square.



2. Enter your invoice number in the search field and select **"search."**



3. Select the invoice that is displayed and proceed with the payment.

King County

Home Apply Map Record Search Calendar

Invoice Number: INV-00000097

Pay Now

Invoice Total: \$105.00

Status: Invoiced, Past Due Invoice Date: 07/16/2024 Due Date: 08/15/2024

Description: NONE

Primary Fees Misc Fees Payments Attachments Contacts

Primary Fees

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
FF - Meat Cutter Test	\$105.00	\$105.00	FOOD-MCL-000009-2024	Professional License	

Results per page 10 1-1 of 1

## How to pay a fee when you're logged in to your account

When logged in, you can pay fees from **"My Work"** or **"Dashboard"** on the top black menu.

### My Work

1. From the My Work page, open the **My Invoices** tab to see a list of all your invoices.

Home Dashboard Apply My Work Map Record Search Calendar

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES OPERATIONAL I

Search...

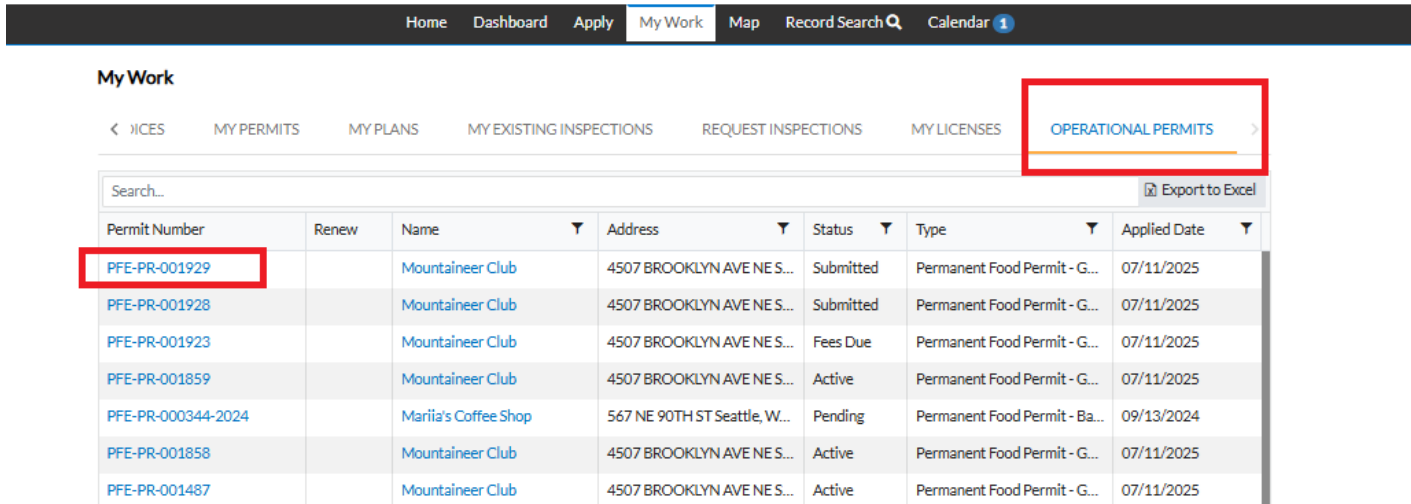
Add To Cart Display Unpaid for All Invoices

Invoice Number	Amount Due	Due	Status	Case Number	Address
INV-00000097	\$105.00	08/15/2024	Invoiced, Past Due	FOOD-MCL-000009-2024	9008 SHOREWOOD DR M...
INV-00000103	\$105.00	08/15/2024	Invoiced, Past Due	FOOD-MCL-000014-2024	
INV-00000140	\$264.00	09/14/2024	Invoiced, Past Due	PLB-PR-0000006	dfasdwier345
INV-00000171	\$402.00	10/11/2024	Invoiced, Past Due	SCHL-PL-000340-2024	567 NE 90TH ST Seattle, W...
INV-00000385	\$204.00	02/23/2025	Invoiced, Past Due	PB-VAR-000606-2025	14619 196TH AVE SE WA 9...
INV-00000386	\$459.00	02/23/2025	Invoiced, Past Due	PB-VAR-000606-2025	14619 196TH AVE SE WA 9...

Results per page 10 1-1 of 1

2. To pay for a specific invoice you can either:

- Select the associated invoice number in the **“My Invoices”** tab and proceed to payment OR
- Navigate to the tab for the permit, operational permit, plan or other record you’re working on. The below example shows the navigation to the Operational Permit tab.



**My Work**

Home Dashboard Apply **My Work** Map Record Search Calendar 1

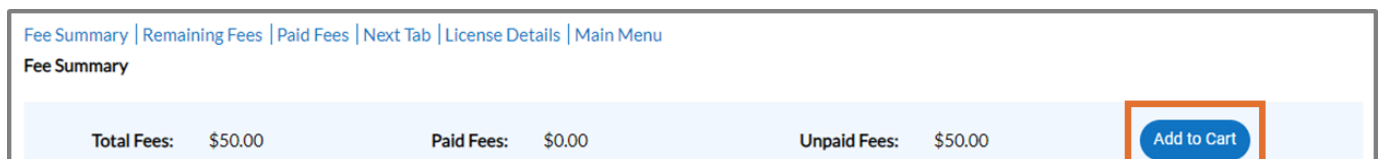
ICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES **OPERATIONAL PERMITS**

Search... Export to Excel

Permit Number	Renew	Name	Address	Status	Type	Applied Date
<b>PFE-PR-001929</b>		Mountaineer Club	4507 BROOKLYN AVE NE S...	Submitted	Permanent Food Permit - G...	07/11/2025
PFE-PR-001928		Mountaineer Club	4507 BROOKLYN AVE NE S...	Submitted	Permanent Food Permit - G...	07/11/2025
PFE-PR-001923		Mountaineer Club	4507 BROOKLYN AVE NE S...	Fees Due	Permanent Food Permit - G...	07/11/2025
PFE-PR-001859		Mountaineer Club	4507 BROOKLYN AVE NE S...	Active	Permanent Food Permit - G...	07/11/2025
PFE-PR-000344-2024		Maria's Coffee Shop	567 NE 90TH ST Seattle, W...	Pending	Permanent Food Permit - Ba...	09/13/2024
PFE-PR-001858		Mountaineer Club	4507 BROOKLYN AVE NE S...	Active	Permanent Food Permit - G...	07/11/2025
PFE-PR-001487		Mountaineer Club	4507 BROOKLYN AVE NE S...	Active	Permanent Food Permit - G...	07/11/2025

3. Select **“Pay now”** or **“Add to cart.”** (See more-detailed screenshot on the next page.

Note that you can also click the **“Fees”** tab and add the associated invoice to your cart.



Fee Summary | Remaining Fees | Paid Fees | Next Tab | License Details | Main Menu

**Fee Summary**

<b>Total Fees:</b>	\$50.00	<b>Paid Fees:</b>	\$0.00	<b>Unpaid Fees:</b>	\$50.00	<b>Add to Cart</b>
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Home Dashboard Apply My Work Map Record Search Q Calendar 1

Permit Number: PB-PL-0000016 [Add to Cart](#)

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

Type: Plan Review application for Pet Business Facilities	Status: Fees Due	Project Name:
IVR Number: 100534	Applied Date: 03/31/2025	Issue Date:
District: N/A	Assigned To:	Expire Date:
Finalized Date:		
Description: test		

[Summary](#) [Locations](#) [Fees 1](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

Completed  
In Progress  
Not Started

Workflow

- ☐ Plan Review in Progress
- ☐ Approval Letter Completed
- ☐ Create/Link - Pet Business (Pet Daycare)

Available Actions

⚠ Unpaid Fees  
\$216.00  
04-30-2025

[Pay Now](#)

Fees

\$216.00

[View Details](#) [Add to Cart](#)

## Dashboard

1. You can also navigate to invoices if you start by selecting **“Dashboard”** when you are logged in, then selecting **“My invoices.”**

Home [Dashboard](#) Apply My Work Map Record Search Q Calendar 1

My Permits

Attention	Pending	Active	Recent	Draft
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2. Select **“Add To Cart”** in the My Invoices section on the Dashboard to add invoices to the electronic shopping cart.

Note: You can add Current and Past Due invoices to the electronic shopping cart from the My Invoices section on the Dashboard. See detailed screenshot on the next page.

My Invoices		
Current 5	\$40,285.80	<a href="#">Add To Cart</a>
Past Due 1	\$1,072.50	<a href="#">Add To Cart</a>
Total 6	\$41,358.30	<a href="#">Add To Cart</a>

[View My Invoices](#)

## How to view and print invoices

Customers can access paid, voided, or unpaid invoices through the **Dashboard, My Work**, and other methods.


1. To view invoice information: Go to the **“My Work”** page and select an **Invoice Number(s)** on the **My Invoices**.

My Work						
<a href="#">MY INVOICES</a> <a href="#">MY PERMITS</a> <a href="#">MY PLANS</a> <a href="#">MY EXISTING INSPECTIONS</a> <a href="#">REQUEST INSPECTIONS</a> <a href="#">MY LICENSES</a>						
Search... <a href="#">Export to Excel</a>						
<a href="#">Add To Cart</a> <a href="#">Display</a> Unpaid ▾ for All Invoices ▾						
<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00000154	\$1,072.50	01/15/2023	Invoiced, Past Due	BLDR-000209-2022	1234 Chalet Rd Naperville, IL...
<input type="checkbox"/>	INV-00000251	\$250.00	03/01/2023	Due	BLDR-000298-2023	1234 Chalet Rd Naperville, IL...
<input type="checkbox"/>	INV-00000252	\$2,961.75	03/01/2023	Due	BLDR-000298-2023	1234 Chalet Rd Naperville, IL...
<input type="checkbox"/>	INV-00000253	\$2,000.00	03/01/2023	Due	RZNE-000055-2023	1125 Kings Point Ct Naperville, IL...
<input type="checkbox"/>	INV-00000254	\$34,249.05	03/01/2023	Due	BLDC-000300-2023	1122 S Charles Av Naperville, IL...
<input type="checkbox"/>	INV-00000287	\$825.00	03/11/2023	Due	BLDC-000336-2023	1012 95th St Naperville, IL...

2. Select **Payments** to view the Receipt Number, Status, Transaction Type, Payment Type, Payment Amount, and Payment Date for any payments associated with the invoice.
3. Select the **printer icon** for a document with the payment information that you can save as a PDF and print.

Invoice Number: INV-00000254

Pay Now



Invoice Total:

\$34,249.05

Status:

Due

Invoice Date:

01/30/2023

Due Date:

03/01/2023

Description:

BLDC-000300-2023 - Created during online application in Civic Access

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Permit Fee (Non-Residential)	\$20,757.00	\$20,757.00	BLDC-000300-2023	Permit	
Building Plan Review Fee	\$13,492.05	\$13,492.05	BLDC-000300-2023	Permit	

## Fees that had been added after you submitted an application

When you submit an application, fees will be handled two ways:

1. **Automatic Fee Calculation:** In some cases, fees are calculated automatically, and you can make a payment immediately. OR
2. **Manual Fee Processing:** In other cases, fees are not generated right away. An Environmental Health Services staff member will review your application and issue an invoice from the back office. Once the fees are available, you'll be able to pay them online.

The image below shows an example of how a fee will appear in your online account under "My Work" after an application is processed by EHS staff and an invoice is sent out.

**Important:** Check your online account regularly for notifications if payment is required. Your application will not be processed further until the required payment is made.

Home
Payment
Dashboard
Help
Apply
My Work
Map
Record Search
Calendar

Operational Permit Number: PFE-PR-002103

Add to Cart

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

Operational Permit Details

Type: Permanent Food Permit - Bakery

District: N/A

Applied Date: 08/28/2025

Account Number:

Issued By: Administrator, System

Period Start Date:

Status: Submitted - Online

Risk: Risk 3

Expiration Date: 01/01/2999

Description:

Business

Locations

Fees

Attachments

Contacts

Classifications

More Info

[Fee Summary](#)
[Remaining Fees](#)
[Paid Fees](#)
[Next Tab](#)
[License Details](#)
[Main Menu](#)

Fee Summary

Total Fees: \$911.00

Paid Fees: \$0.00

Unpaid Fees: \$911.00

Add to Cart

Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
PFE - Bakery No Customer Seating Risk 3	<a href="#">INV-00003424</a>	\$911.00	\$911.00