

Payments on Public Health Permit Center

Select the topic below to go to those instructions.

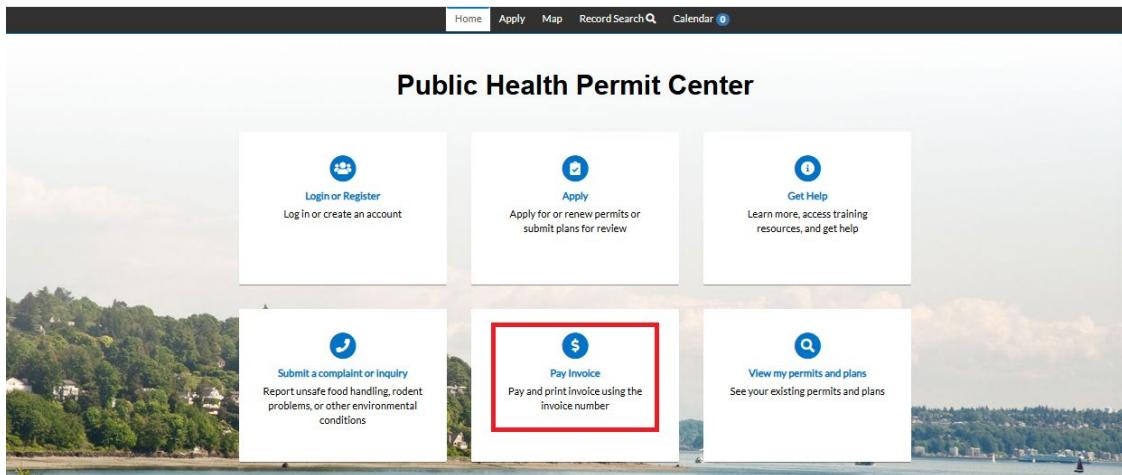
- [How to pay a fee without logging into an account](#)
- [How to pay a fee when you're logged in to your account](#)
- [How to view and pay fees added after application submittal](#)
- [How to view and print invoices](#)

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

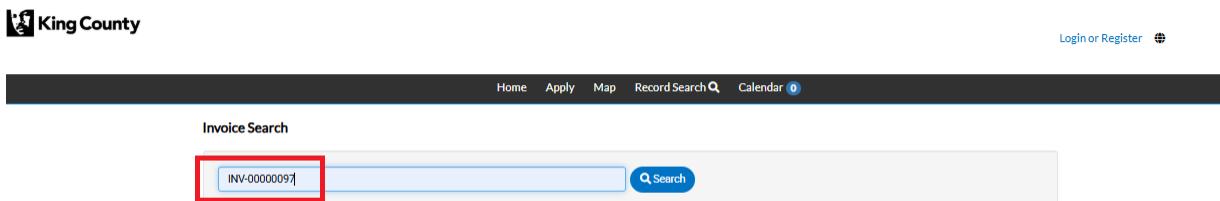
How to pay a fee without logging in to an account

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

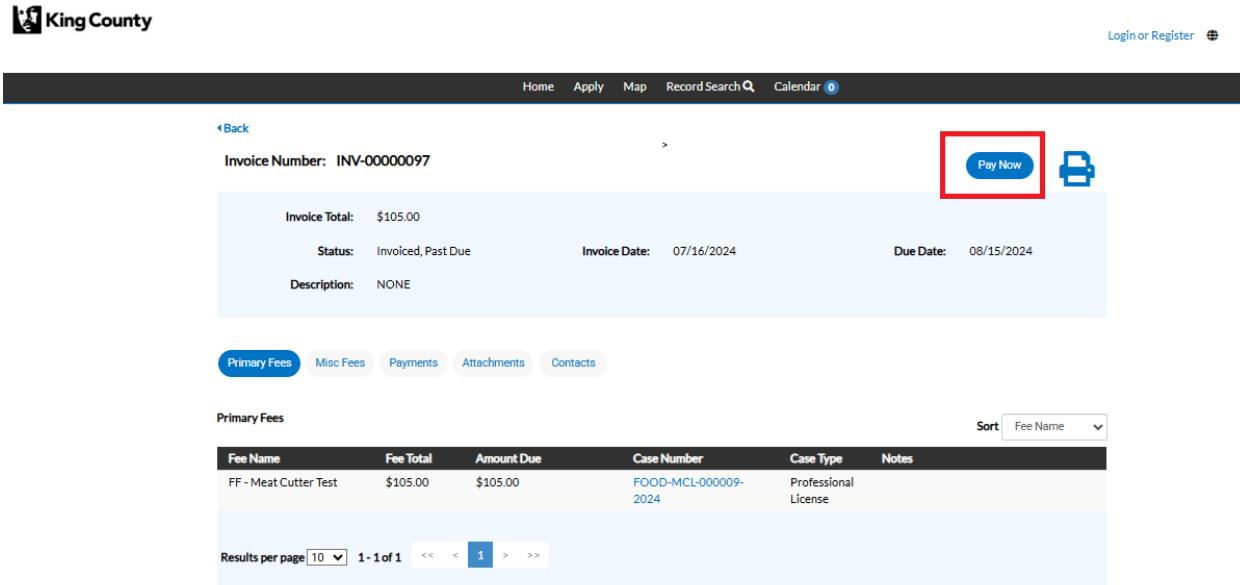
1. On the [Public Health Permit Center](#) homepage, click the “**Pay Invoice**” square.



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 1

Invoice Number: INV-00000097

Invoice Total: \$105.00

Status: Invoiced, Past Due

Invoice Date: 07/16/2024

Due Date: 08/15/2024

Description: NONE

Pay Now

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	

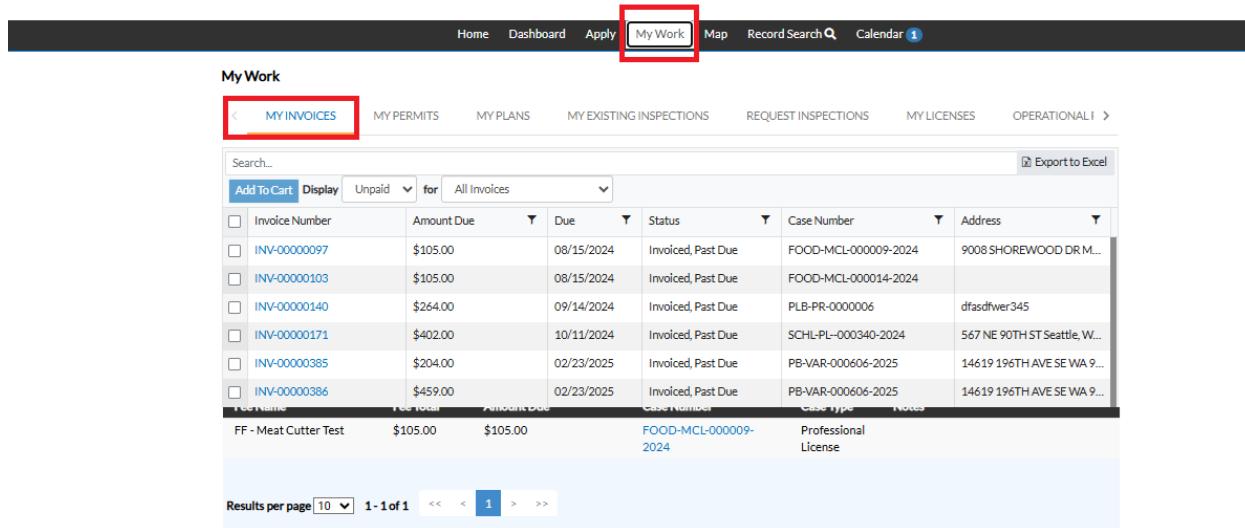
Results per page 10 1-1 of 1 << < 1 > >>

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 1

My Work

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

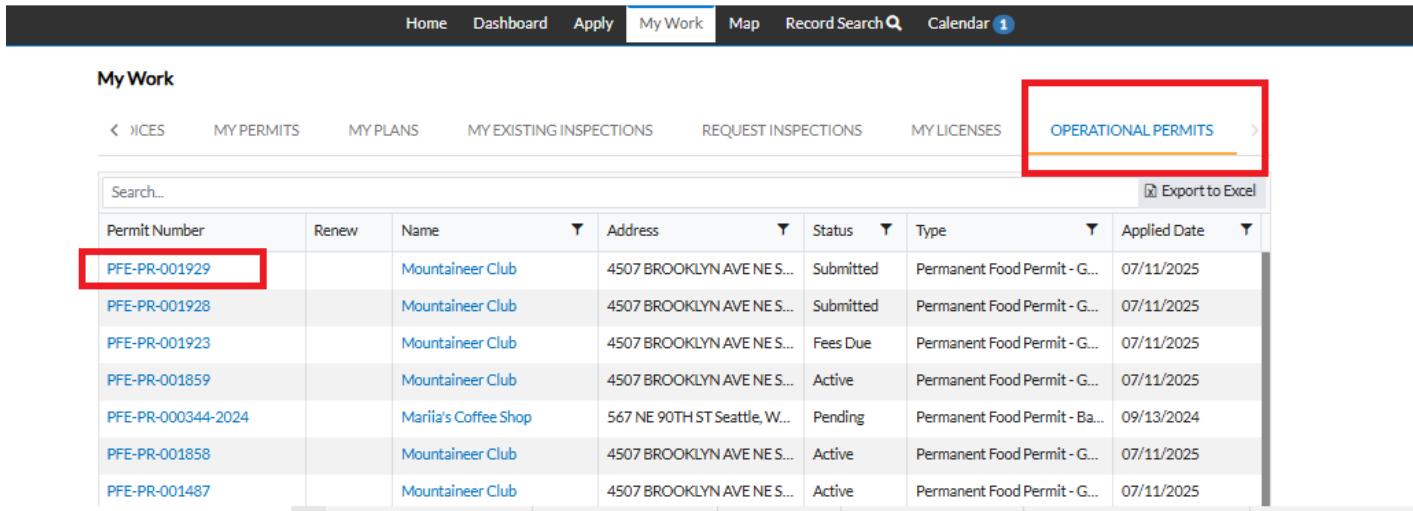
Search... Export to Excel

Add To Cart	Display	Unpaid	for	All Invoices		
<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00000097	\$105.00	08/15/2024	Invoiced, Past Due	FOOD-MCL-000009-2024	9008 SHOREWOOD DR M...
<input type="checkbox"/>	INV-00000103	\$105.00	08/15/2024	Invoiced, Past Due	FOOD-MCL-000014-2024	
<input type="checkbox"/>	INV-00000140	\$264.00	09/14/2024	Invoiced, Past Due	PLB-PR-000006	dfasdfwer345
<input type="checkbox"/>	INV-00000171	\$402.00	10/11/2024	Invoiced, Past Due	SCHL-PL-000340-2024	567 NE 90TH ST Seattle, W...
<input type="checkbox"/>	INV-00000385	\$204.00	02/23/2025	Invoiced, Past Due	PB-VAR-000606-2025	14619 196TH AVE SE WA 9...
<input type="checkbox"/>	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 << < 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

OPERATIONAL PERMITS 

Search... 

Permit Number	Renew	Name	Address	Status	Type	Applied Date
PFE-PR-001929		Mountaineer Club	4507 BROOKLYN AVE NES...	Submitted	Permanent Food Permit - G...	07/11/2025
PFE-PR-001928		Mountaineer Club	4507 BROOKLYN AVE NES...	Submitted	Permanent Food Permit - G...	07/11/2025
PFE-PR-001923		Mountaineer Club	4507 BROOKLYN AVE NES...	Fees Due	Permanent Food Permit - G...	07/11/2025
PFE-PR-001859		Mountaineer Club	4507 BROOKLYN AVE NES...	Active	Permanent Food Permit - G...	07/11/2025
PFE-PR-000344-2024		Marilia'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 NES...	Active	Permanent Food Permit - G...	07/11/2025
PFE-PR-001487		Mountaineer Club	4507 BROOKLYN AVE NES...	Active	Permanent Food Permit - G...	07/11/2025

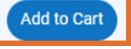
3. Select “**Pay now**” or “**Add to cart**.” (See more-detailed screenshot on the next page.)

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

Total Fees: \$50.00	Paid Fees: \$0.00	Unpaid Fees: \$50.00	Add to Cart 
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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 Calendar 1

My Permits

Attention Pending Active Recent Draft

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	Add To Cart
Past Due 1	\$1,072.50	Add To Cart
Total 6	\$41,358.30	Add To Cart
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										
MY INVOICES	MY PERMITS	MY PLANS	MY EXISTING INSPECTIONS	REQUEST INSPECTIONS	MY LICENSES					
Search...						Export to Excel				
Add To Cart	Display	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, I...	
<input type="checkbox"/> INV-00000251	\$250.00		03/01/2023		Due		BLDR-000298-2023		1234 Chalet Rd Naperville, I...	
<input type="checkbox"/> INV-00000252	\$2,961.75		03/01/2023		Due		BLDR-000298-2023		1234 Chalet Rd Naperville, I...	
<input type="checkbox"/> INV-00000253	\$2,000.00		03/01/2023		Due		RZNE-000055-2023		1125 Kings Point Ct Naperv...	
<input type="checkbox"/> INV-00000254	\$34,249.05		03/01/2023		Due		BLDC-000300-2023		1122 S Charles Av Napervill...	
<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
Print

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					
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 Q Calendar 0

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 1** 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
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Remaining Fees

Fee	Invoice	Computed	Amount Due
PFE - Bakery No Customer Seating Risk 3	INV-00003424	\$911.00	\$911.00