

Payments on Public Health Permit Center

Select the topic below to go to those instructions.

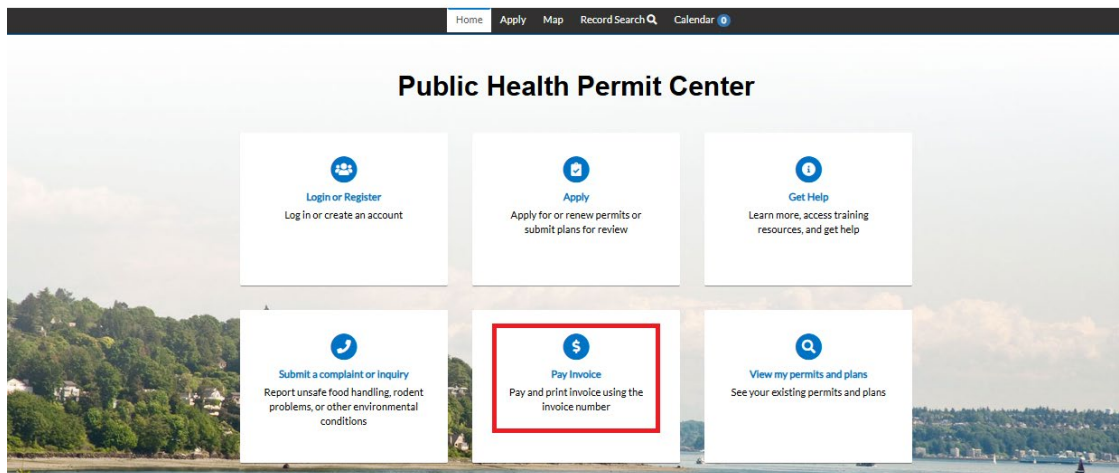
- [How to pay a fee **without logging into** an account](#)
- [How to pay a fee **when you're logged in** to your account](#)
- [How to view and pay fees added after application submittal](#)
- [How to view and print invoices](#)

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

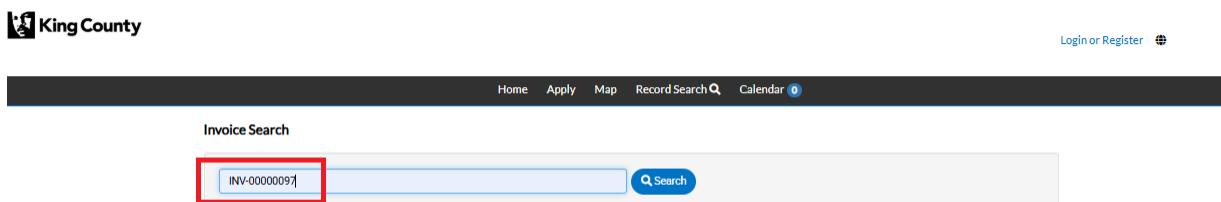
How to pay a fee without logging in to an account

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...

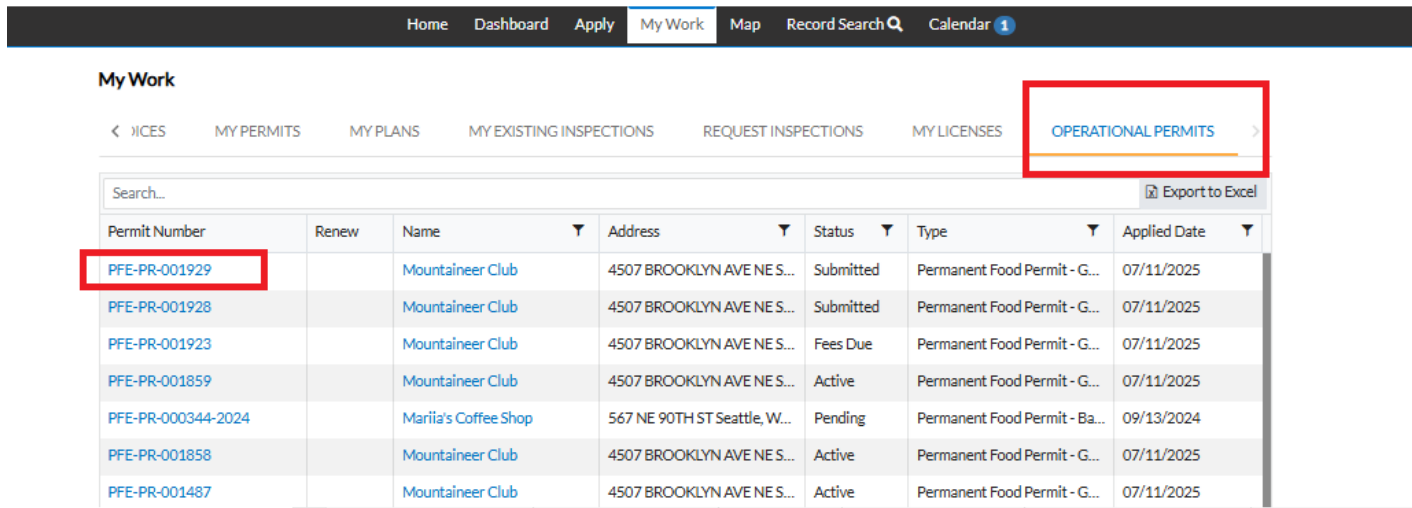
Add To Cart Display Unpaid for All Invoices

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

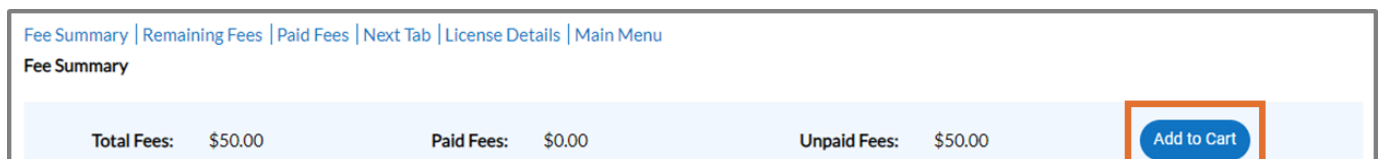
ICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES **OPERATIONAL PERMITS**

Search... Export to Excel

Permit Number	Renew	Name	Address	Status	Type	Applied Date
PFE-PR-001929		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

Total Fees:	\$50.00	Paid Fees:	\$0.00	Unpaid Fees:	\$50.00	Add to Cart
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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 [Pay Now](#)

\$216.00
04-30-2025

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	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

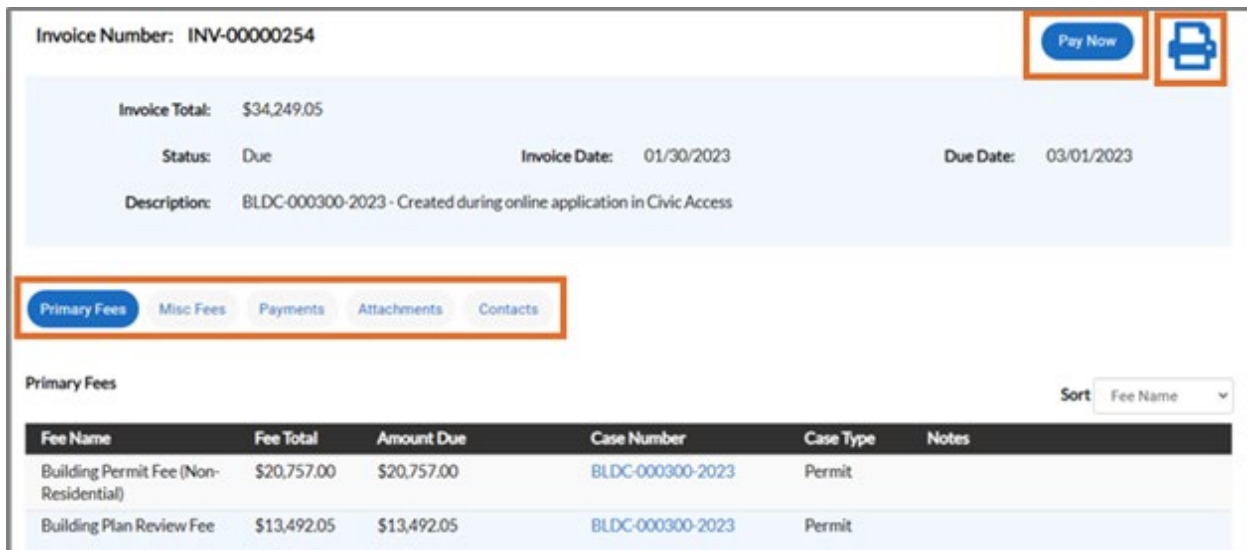
Customers can access paid, voided, or unpaid invoices through the **Dashboard, My Work**, and other methods.

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, 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 **print** to print or save the invoice as a PDF.
3. Select **Primary Fees** to view the Fee Name, Fee Total, Amount Due, Case Number, Case Type, and Notes for all fees associated with the invoice.
4. Select **Misc Fees** to view the Fee Name, Fee Total, Paid Amount, and Amount Due for all miscellaneous fees associated with the invoice.

5. Select **Payments** to view the Receipt Number, Status, Transaction Type, Payment Type, Payment Amount, and Payment Date for any payments associated with the invoice.
6. Select **Attachments** to view the File Name and Added Date for all files attached to the invoice.
7. Select **Contacts** to view the Company name, First Name, Last Name, Title, and Email for all contacts associated with the invoice.
8. Select **Add to Cart** to add the invoice to the **Shopping Cart**.
9. Select **Pay Now** to make a payment.



Invoice Number: INV-00000254

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	

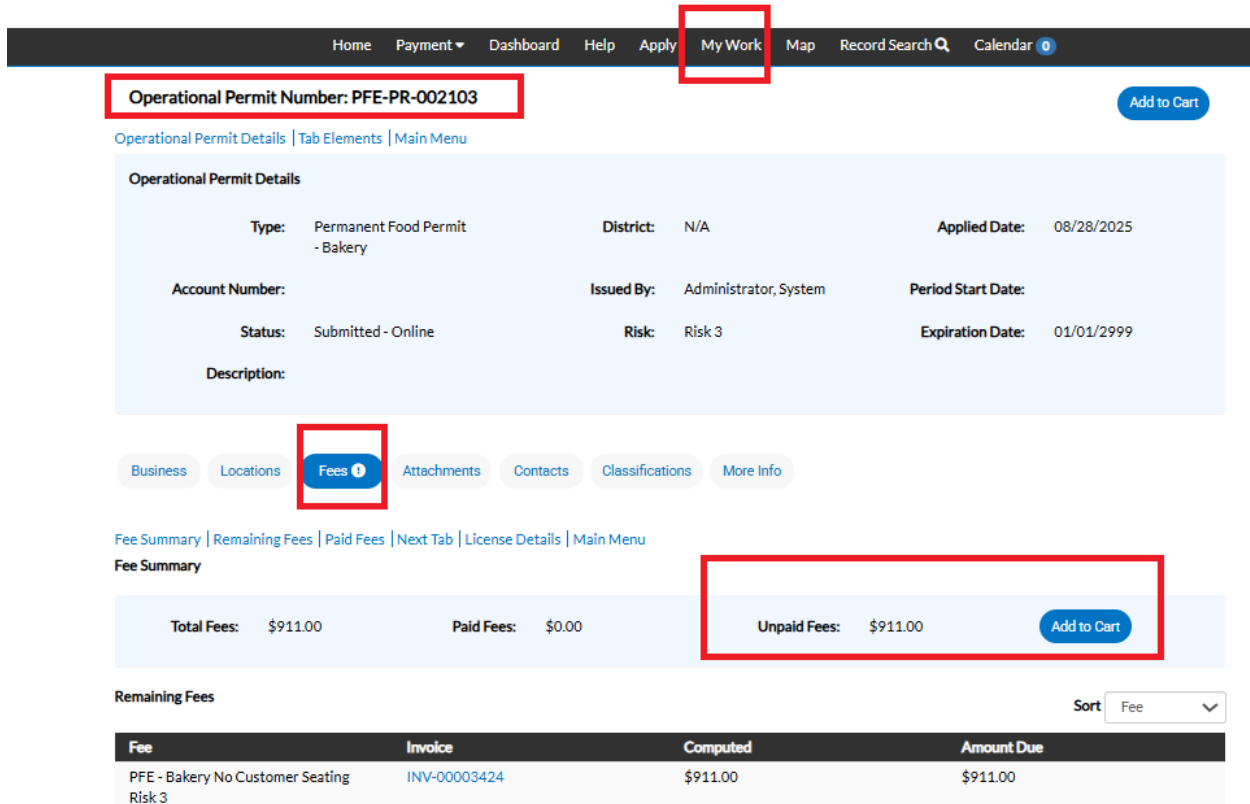
Fees that had been added after you submitted an application

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.



The screenshot displays the 'My Work' section of the online account. At the top, a navigation bar includes links for Home, Payment, Dashboard, Help, Apply, My Work, Map, Record Search, and Calendar. Below this, the 'Operational Permit Number: PFE-PR-002103' is highlighted. The permit details section shows the following information:

Operational Permit Details			
Type:	Permanent Food Permit - Bakery	District:	N/A
Account Number:		Issued By:	Administrator, System
Status:	Submitted - Online	Risk:	Risk 3
Applied Date:	08/28/2025	Period Start Date:	
Expiration Date:	01/01/2999	Description:	

Below the details, a tabbed interface shows 'Business', 'Locations', 'Fees' (highlighted), 'Attachments', 'Contacts', 'Classifications', and 'More Info'. The 'Fee Summary' section shows:

Fee Summary	
Total Fees:	\$911.00
Paid Fees:	\$0.00
Unpaid Fees:	\$911.00

An 'Add to Cart' button is visible next to the unpaid fees. Below this, the 'Remaining Fees' section shows a table of fees:

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