



Pay fees



After you submit an application through the Permit Portal, City permitting staff will generate an invoice to begin the plan review process. Once this is done, you will receive an email letting you know there is an invoice due. *Plan review will not begin until the invoice is paid.*

The Portal offers several ways to access and pay invoices. Three options are shown here (Dashboard, My Work, and Calendar). The simplest way is through the Dashboard, so that is the first option shown.

On the Permit Portal home page click **Pay Invoice** and log in.

The screenshot shows the 'Self-Service Permit Portal' interface. At the top left is the City of Snohomish logo. The main heading is 'Self-Service Permit Portal'. A navigation bar includes links for Home, Apply, Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. The main content area features a 'Welcome to the Self-Service Permit Portal' message and six service tiles: Login or Register, Search Public Records, Apply, Pay Invoice (highlighted with a red border), Calendar, and Map. The background image shows the exterior of City Hall.

Option 1: Dashboard

Your Dashboard is categorized by **Permits** (building permits, utilities, street use, and civil reviews), **Plans** (land use approvals), **Inspections**, and **Invoices**.

Click **View My Invoices**.

My Permits

Attention 3 Short Plat Site Civil 1 Wireless Communic... 1 Sign 1	Pending 9 Site Civil (Commerc... 1 Plat (5-29 lots) Site ... 1 Other 7	Active 1 Commercial New C... 1	Draft 0	Recent 10 Site Civil (Commerc... 1 Plat (5-29 lots) Site ... 1 Other 8
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[View My Permits](#)

My Plans

Attention 1 Boundary Line Adju... 1	Pending 22 Preliminary Plat 2 SEPA Review 1 Other 19	Active 0	Draft 0	Recent 23 Boundary Line Adju... 2 Preliminary Plat 2 Other 19
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[View My Plans](#)

My Inspections

Requested 1 Insulation 1	Scheduled 2 Drywall 1 Framing 1	Closed 1 Framing 1
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[View My Inspections](#)

My Invoices

Current	0	\$0.00
Past Due	3	\$3,879.19 Add To Cart
Total	3	\$3,879.19 Add To Cart

[View My Invoices](#)

City of Snohomish | PO Box 1589 | 116 Union Avenue, Snohomish WA 98290 | (360) 568-3115 | www.snohomishwa.gov

[View My Invoices](#)

All invoices are displayed. Click the **invoice number** to view the fee breakdown. Or Click the box to the left and **Add to Cart** (which will skip the following step and take you directly to your cart).

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS

Search...

Add To Cart Display Unpaid for All Invoices Export to Excel

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-0000564	\$196.19	02/08/2021	Due	S21-0031	116 Union Ave SNOHOMISH, WA 98290
<input type="checkbox"/>	INV-0000567	\$950.00	02/08/2021	Due	CV21-0007	105 Cedar Ave SNOHOMISH, WA 98290
<input type="checkbox"/>	INV-0000565	\$2,733.00	02/08/2021	Due	WCF21-0001	116 Union Ave SNOHOMISH, WA 98290

Showing 3 records

In the fee breakdown screen, click **Add to Cart** to pay the invoice.

The **printer icon**  will allow you to download the invoice.

Invoice Number: INV-0000564

Add To Cart 

Invoice Total: \$196.19

Status: Due Invoice Date: 02/08/2021 Due Date: 02/08/2021

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
Plan Check Fee	\$51.94	\$51.94	S21-0031	Permit	due now
SBCC Commercial	\$25.00	\$25.00	S21-0031	Permit	
Sign < \$2000	\$69.25	\$69.25	S21-0031	Permit	
Sign Permit Base Fee	\$50.00	\$50.00	S21-0031	Permit	due now

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Click **Check Out**.

Shopping Cart

Total **\$196.19**

[Check Out](#)

Invoice: INV-0000564 Description: S21-0031
Due Date: 02/08/2021

Case Number	Project	Case Address	Amount Due
S21-0031		116 Union Ave SNOHOMISH WA 98290	\$196.19

\$196.19
[Remove](#)
[Top](#) | [Main Menu](#)

Total **\$196.19**

[Check Out](#)

Enter your card information and click **Pay Now**.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-0000564	S21-0031	1	\$196.19	\$196.19
Item Total:				\$196.19
Order Total:				\$196.19

Payment Details *all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code

[Pay Now - \\$196.19](#)

[Cancel](#)

Click **Continue to Site**. You will receive a receipt via email.

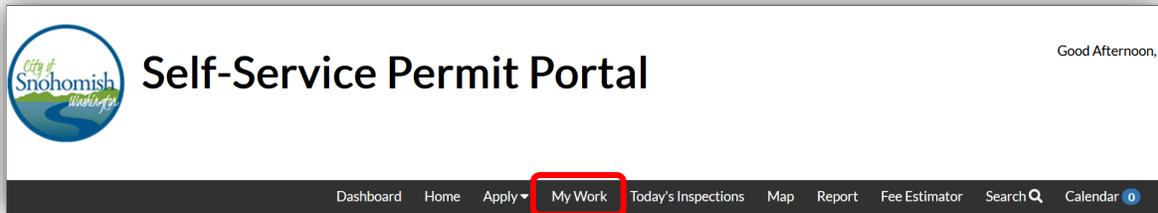
Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-0000564	S21-0031	1	\$196.19	\$196.19
Item Total:				\$196.19
Order Total:				\$196.19

[Continue to site](#)

Option 2: My Work

Fee information can also be found by clicking **My Work** at the top of the Permit Portal screen.



My Work contains a list of your active Invoices, Permits, Plans, and Inspections, shown in tabs.

Click **My Invoices** to go directly to invoices.

Click on a **Permit/Plan number** to see more information about the application, including permit details, contacts, attachments, inspections, review progress, fees, and available actions.

The screenshot displays the 'My Work' section with a tabbed interface. The 'MY PERMITS' tab is selected and highlighted with a red box. Below the tabs is a search bar and a table of permits. The first row of the table, with permit number CV21-0007, is highlighted with a red box. The table includes columns for Permit Number, Project, Address, Permit Type, Status, and Attention Reason.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
CV21-0007		105 Cedar Ave SNOHOMISH, WA 98290	Short Plat Site Civil	Attention, Recent, Pending	Unpaid Fees
CV21-0008		2000 Ludwig Rd SNOHOMISH, WA 98290	Plat (5-29 lots) Site Civil	Recent, Pending	
CV21-0009		1525 Avenue D SNOHOMISH, WA 98290	Site Civil (Commercial/Multi-Family)	Recent, Pending	
S21-0031		116 Union Ave SNOHOMISH, WA 98290	Sign	Recent, Pending	
WCF121-0003		1601 Avenue D SNOHOMISH, WA 98290	Wireless Communications Facility Cat 1	Recent, Pending	
WCF21-0001		116 Union Ave SNOHOMISH, WA 98290	Wireless Communications Facility Cat 3, Admin	Attention, Recent, Pending	Unpaid Fees
WCF21-0002		105 Cedar Ave SNOHOMISH, WA 98290	Wireless Communications Facility Cat 3	Recent, Pending	
WCF221-0001		1222 Hillcrest Dr SNOHOMISH, WA 98290	Wireless Communications Facility Cat 2	Recent, Pending	

Showing 10 records

Fees are due. Click **Pay Now** or **Add to Cart** and proceed through the payment process.
 Click the **Fees** tab for more fee information.

Permit Number: CV21-0007 Add to Cart

Permit Details | Tab Elements | Main Menu

Type: Short Plat Site Civil Status: Submitted - Online Project Name:

IVR Number: 4126 Applied Date: 01/27/2021 Issue Date:

District: N/A Assigned To: Expire Date:

Finalized Date:

Description: site construction Carnegie subdivision

Summary | Locations | **Fees** | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Confirm application complete
- Plan Review (F)
- Bond in Place
- Issue Permit

Available Actions

▲ **Unpaid Fees** Pay Now

\$950.00

02-08-2021

Fees

\$950.00

View Details Add to Cart

Itemized fees can be seen and invoices can be accessed on the **Fees** tab. Click the **invoice number** to bring up the invoice and proceed through the payment process.

Summary | Locations | **Fees** | Inspections | Attachments | Contacts | Sub-Records | More Info

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

Fee Summary

Total Fees: \$950.00 Paid Fees: \$0.00 Unpaid Fees: \$950.00 Add to Cart

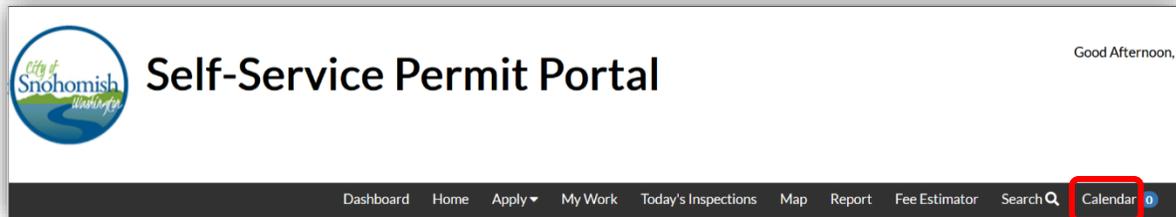
Remaining Fees Sort Fee

Fee	Invoice	Computed	Amount Due
Plat/PRD Construction 2-4 Lots	INV-00000567	\$150.00	\$150.00
Plat/PRD Construction Phase, 2-4 Lots	INV-00000567	\$800.00	\$800.00

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Option 3: Calendar

Fee information can also be found by clicking **Calendar** at the top of the Permit Portal screen.



Click the **invoice number** to bring up the itemized invoice information.

The screenshot shows a calendar view for February 2021. The date February 8th is highlighted in green, indicating a payment. An 'Invoice Details' sidebar is open on the right, showing the following information:

Invoice Details	
Invoice Number	INV-0000565
Status	Due
Total	\$2,733.00
Date	02/08/2021
Due Date	02/08/2021

The screenshot shows the details for invoice INV-0000565. The invoice total is \$2,733.00, the status is 'Due', and the due date is 02/08/2021. The description is 'NONE'. Below the invoice details, there are tabs for 'Primary Fees', 'Misc Fees', 'Payments', 'Attachments', and 'Contacts'. The 'Primary Fees' tab is selected, showing a table of fees.

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
WCF Category 3 - admin	\$2,733.00	\$2,733.00	WCF21-0001	Permit	

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