

## How to Pay your Permit Fees Online

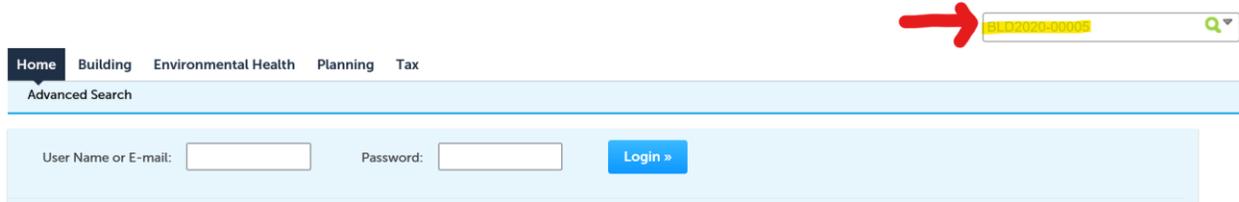
1. Go to <https://onlinepermits.buncombecounty.org/>
  - a. **You do NOT need to Login or Register for an account in order to Pay Fees.**
2. Enter the Permit Number for which you want to pay fees and hit Enter.

Applications for Commercial and Residential Combo permits are now available for registered licensed professionals on the Building Tab below.

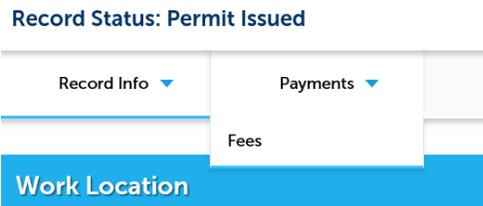
Online applications for Well Water Testing are now available on the Environmental Health tab below for registered and non-registered users.

Applications for Electrical, Mechanical, and Plumbing permits are now available for registered licensed professionals on the Building Tab below.

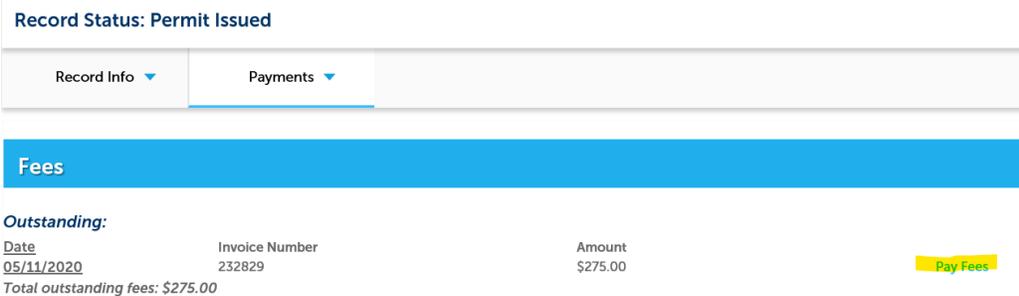
Logins are not required to search for permit records and documents or to pay permit or licensing fees. This website requires pop-ups for reports and documents. Please add this website to your exceptions for pop-up blocker in your browser settings.



3. Select Fees under the Payments drop-down on the permit page.



4. Click on Pay Fees.



Outstanding:		
Date	Invoice Number	Amount
05/11/2020	232829	\$275.00
Total outstanding fees: \$275.00		

5. Click on Continue Application to proceed.

Below are the fees for the current record.

### Application Fees

Fees	Qty.	Amount
Manufactured Homes (HUD Labeled): Single-Wide Unit	1	\$275.00

TOTAL FEES: \$275.00

Please click Continue Application below to proceed with your payment.

[Continue Application »](#)

6. Choose your payment option and click Submit Payment.

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Bank Account

Use the dropdown menu to change the payment type.

### Payment Options

Amount to be charged: \$275.00

- Pay with Credit Card
- Pay with Bank Account

[Submit Payment »](#)

7. Click on Pay Now

You are being securely transferred to our third-party payment provider Forte to complete your transaction. Please select the Pay Now link below. After completing your payment, do not close your browser. You will be automatically returned to Buncombe County Citizen Access. If you wish to cancel your payment, please select Cancel Payment to return to Citizen Access now.

[\\$ Pay Now](#) [✕ Cancel Payment](#)

8. Enter your Credit Card and Billing Information and click Next.
- There are sample screens for Pay with Bank Account below.

**Buncombe County Permits Web** ✕

Payment Method ☰

xxxx xxxx xxxx xxxx MMYY CW

VISA

Billing Information United States of America ▼

Company name

First and last name

Address Line 1

Address Line 2

City --State--

Postal code \* Phone number

Email address

\* required

[Next](#)

9. Review the Payment Information and click Authorize.

**Buncombe County Permits Web** ✕

Payment Information Edit

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**VISA** XXXXXXXXXX  
Visa Credit Card - 1111  
Exp. 12/2022

Amount Summary

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Amount: \$275.00

[Authorize](#)

10. Retain the receipt for your records.

**Record Issuance**

You have paid a fee associated to this Record. Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.  
**Your Record Number is BLD2020-00005.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details >](#) [Go back to permit details.](#)

Example with Pay with Bank Account

8. Enter your Bank and Billing Information and click Next.

**Buncombe County Permits Web** ✕

Payment Method 📄

9-digit Routing #  Checking ▼

Account number  Re-enter account numl

Billing Information United States of America ▼

Company name

First and last name

Address Line 1

Address Line 2

City  --State-- ▼

Postal code  \*  Phone number

Email address

\* required

[Next](#)

9. Review the Payment Information and click Authorize.

**Buncombe County Permits Web**



Payment Information

Edit



Account Ending - 1111  
RTN #

Amount Summary

Amount: \$375.00

Authorize