Public Works Permitting: Online Payments
Making Online Payments for Sewer Tap and Sewer Plug Permits:

Getting Started

To make a payment to your Sewer Tap Inspection or Sewer Plug Inspection permit you will need to have a valid and registered account, have completed a Sewer Tap Permit Application or Sewer Plug Permit Application, and received an email letting you know your fees are ready to be paid prior to following this Guide.

Navigate to the City of Boise Permitting and Licensing homepage below and login to your account.


Enter your **User Name or Email**, enter your **Password** then click on the green **Login** button.
Now locate the record you are wanting to make a payment on by entering the record number (e.g. SAR056-2X-XXXXX) in the **Search Records** box then click on the or pressing **Enter**.

From the **Application Fees** page click on the green **Check Out** button.

Review the **Cart** page contents then click on the green **Checkout** button.
PAY WITH CREDIT CARD:

Select the radio button next to **Pay with Credit Card** then click on the green **Submit Payment** button.

On the **Process Payment** page fill out the billing information, select the radio button next to the card type then fill out the payment information. Finally, check the box next to **I accept the terms and conditions** and click on the **Process Payment** button to complete transaction.
PAY WITH BANK ACCOUNT:

Select the radio button next to **Pay with Bank Account** then click on the green **Submit Payment** button.

On the **Process Payment** page first fill out the billing information.
Next, select the appropriate **radio buttons** next to the bank account type then fill out the Routing Number and Account Number as show below.

Finally, check the box next to **I accept the terms and conditions** and click on the **Process Payment** button to complete transaction.

**Congratulations, your payment has been successfully processed.**