How To Pay Fees in the Permit Portal

Updated 5/13/25

Contents

See separate guides for applying for the various permit types in the [City of Fairfax Permit Portal](#).

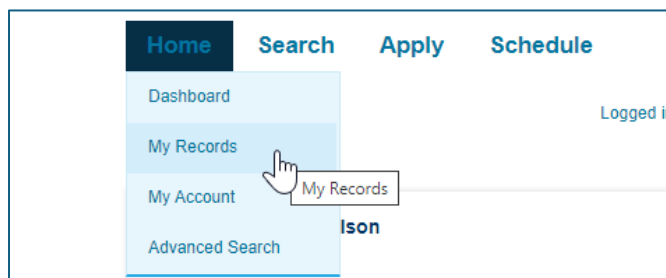## For record holders

Follow these instructions to pay a permit fee for a record applied for under your own account.

1) You will receive an email from the Permit Portal when a fee is due. The email will come from Auto_Sender@Accela.com. Make sure to check your spam folder periodically.
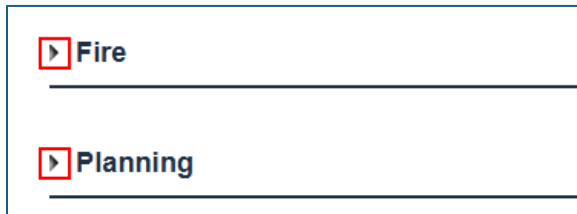
2) Log into the [Permit Portal](#).

Note: Be sure to "Allow Pop-ups" on this website for it to function properly.

3) Navigate to "My Records" under the "Home" menu, and clicking "Pay Fees Due" in the Action column for the applicable record.

Note: For Planning/Zoning and Fire records, make sure to click the dropdown arrow next to the applicable heading to locate your record:

4) Follow subsequent prompts to complete your payment. Payment can be made either with a credit card or with bank routing and account information.

For non-record holders

Follow these instructions to pay a permit fee for a record applied for under your own account **or someone else's account**.

1) If you do not already have a free account in our Permit Portal, create one by clicking the Register Now link on the portal home screen.
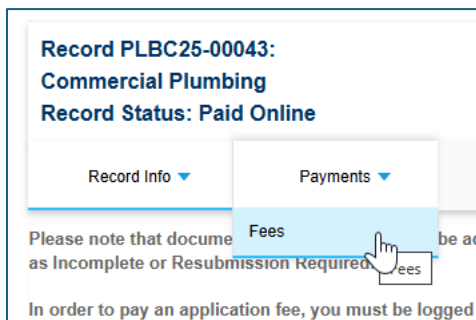
2) Log into the Permit Portal.

Note: Be sure to "Allow Pop-ups" on this website for it to function properly.

3) In the search bar, type in the permit record number for the permit you wish to pay for.

4) Click on "Payments", and then "Fees".

5) Click "Pay Fees" next to the fee you would like to pay and follow the prompts to complete payment.

Fees

Outstanding:

Date	Invoice Number	Amount	
05/02/2025	25057	$19,668.00	Pay Fees

Total outstanding fees: $19,668.00

Paid:

Date	Invoice Number	Amount	
04/29/2025	24994	$7.54	View Details
04/29/2025	24994	$90.00	View Details
04/29/2025	24994	$287.00	View Details

Total paid fees: $384.54

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