

How To Pay Fees in the Permit Portal

Updated 5/13/25

Contents

- [For record holders](#)
- [For non-record holders](#)

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

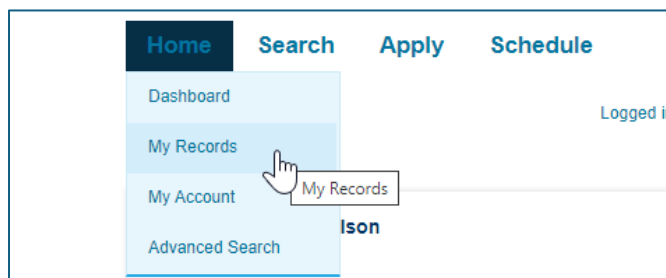
For record holders

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](#).

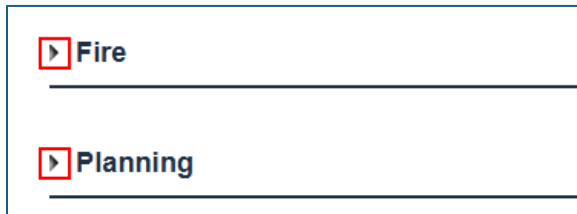
Note: Be sure to “Allow Pop-ups” on this website for it to function properly.

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



▼ Building							
Showing 1-4 of 4 Add to collection							
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Created By
<input type="checkbox"/>	01/09/2025	BLDC25-00001	Commercial Addition	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Issued	Amendment	WTSCIBILIA
<input type="checkbox"/>	12/31/2024	BLDR25-00002	Residential Alteration	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Submittal/Invoice	Pay Fees Due	WTSCIBILIA
<input type="checkbox"/>				10455 ARMSTRONG ST,			

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



A screenshot of a web interface showing a dropdown menu. The menu has two visible options: 'Fire' and 'Planning'. Each option is preceded by a red square icon containing a white right-pointing arrow. The 'Fire' option is currently selected and highlighted.

- 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](#).

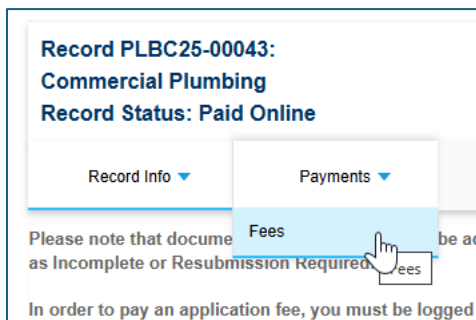
Note: Be sure to “Allow Pop-ups” on this website for it to function properly.

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



A screenshot of the Permit Portal search bar. The top navigation bar includes links for 'Home', 'Search', 'Apply', and 'Schedule'. Below this, a status bar shows 'Logged in as: Tommy Scibilia', 'Collections (0)', 'Account Management', and 'Logout'. The search bar itself contains the text 'plbc25-00043' and a green search button with a magnifying glass icon.

- 4) Click on “Payments”, and then “Fees”.



A screenshot of the Record PLBC25-00043: Commercial Plumbing Record Status: Paid Online page. The page has a header with 'Record Info' and 'Payments' dropdown menus. The 'Payments' dropdown is open, showing 'Fees' as the selected option. A hand cursor is pointing at the 'Fees' option. Below the dropdown, there is a note: 'Please note that documents as Incomplete or Resubmission Required' and a link to 'Fees'. At the bottom, it says 'In order to pay an application fee, you must be logged in'.

- 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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