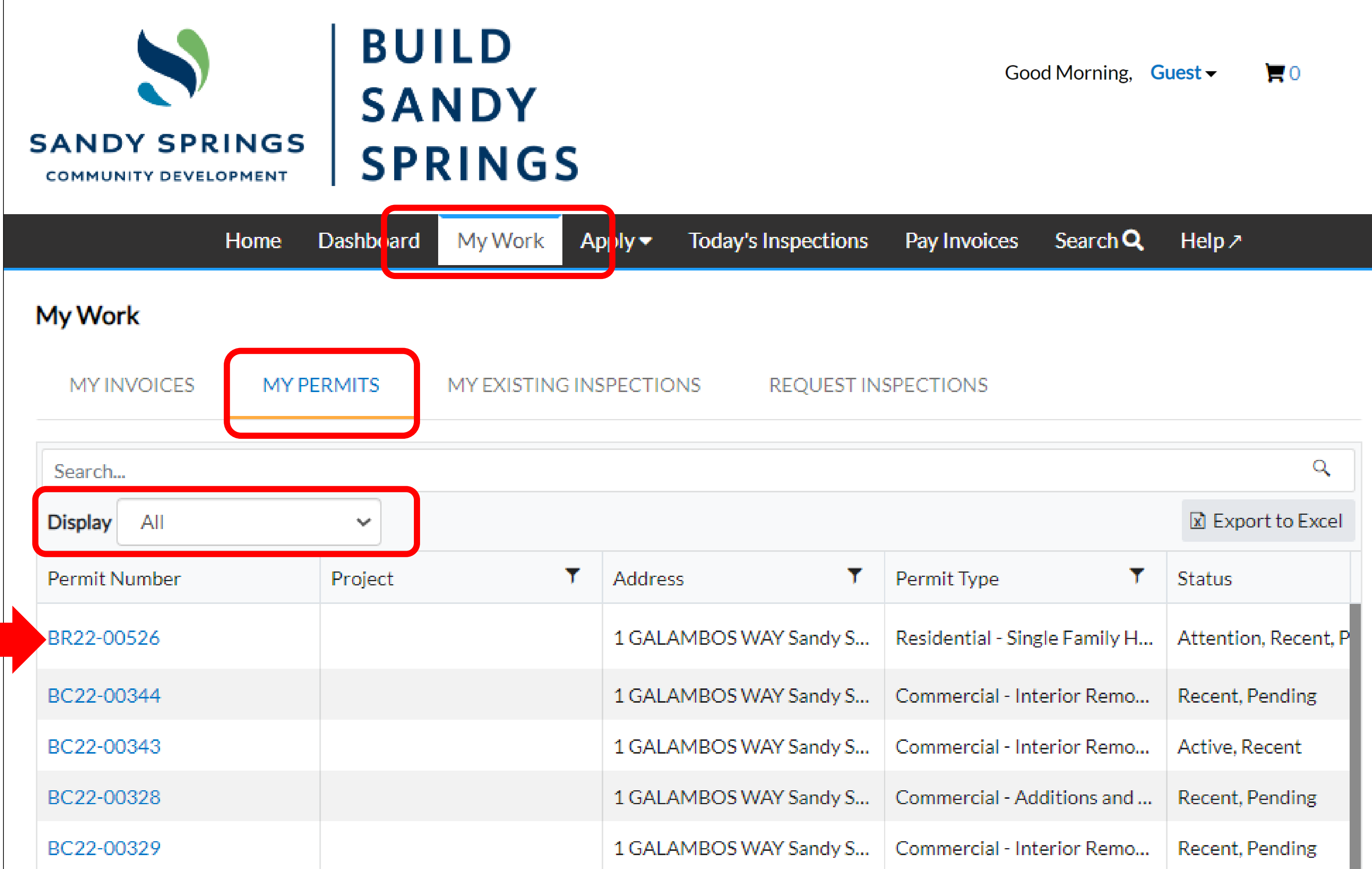


Build Sandy Springs: 5. Pay Permit Fees

Navigate to Your Permit Page

- From any page, select “My Work”
- Click “My Permits”
- Change the display to “All”
- Select a permit number



The screenshot shows the Sandy Springs Community Development website. The header includes the logo and the text "BUILD SANDY SPRINGS". The navigation bar has "My Work" highlighted. Below it, "MY PERMITS" is selected in the sub-menu. A search bar and a "Display" dropdown menu (set to "All") are visible. A table of permits is displayed with columns for Permit Number, Project, Address, Permit Type, and Status. A red arrow points to the first permit number, BR22-00526.

Permit Number	Project	Address	Permit Type	Status
BR22-00526		1 GALAMBOS WAY Sandy S...	Residential - Single Family H...	Attention, Recent, P
BC22-00344		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Recent, Pending
BC22-00343		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Active, Recent
BC22-00328		1 GALAMBOS WAY Sandy S...	Commercial - Additions and ...	Recent, Pending
BC22-00329		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Recent, Pending

Your Permit Page: Fees Tab

- City Staff cannot begin plan review until fees are paid
- Click “Add to Cart”
- Then click “Check Out”

- There is a 5% surcharge for card transactions. You can also Schedule an Appointment to pay via cash or check at City Hall.

The screenshot shows the Sandy Springs Community Development website. The header includes the logo and navigation links: Home, Dashboard, My Work (active), Apply, Today's Inspections, Pay Invoices, Search, and Help. The user is logged in as a Guest. The main content area displays permit details for BR22-00526, including Type (Residential - Single Family House), Status (Plan Revision Required), Project Name, IVR Number (134496), Applied Date (06/23/2022), Issue Date, District (Council District 3), Assigned To, Expire Date, Square Feet (2,500.00), Valuation (\$450,000.00), Finalized Date, and Description (TEST Johnson Family House with Pool and attached Garage). A red box highlights the navigation tabs: Summary, Locations, Fees (active), Reviews (1), Inspections, Attachments, Contacts, Sub-Records, and More Info. Below the tabs, the Fee Summary section shows Total Fees: \$2,800.00, Paid Fees: \$0.00, and Unpaid Fees: \$2,800.00. A red arrow points to the 'Add to Cart' button. The Remaining Fees table lists the following items:

Fee	Invoice	Computed	Amount Due
Administrative Fee	00029374	\$25.00	\$25.00
Certificate Of Occupancy/Completion	00029374	\$50.00	\$50.00
Major Review Fee	00029374	\$350.00	\$350.00
Residential Permit Fee	00029374	\$2,300.00	\$2,300.00
Technology Surcharge	00029374	\$75.00	\$75.00

At the bottom, there is a pagination control showing 'Results per page 10', '1 - 5 of 5', and navigation arrows.

**Pay Invoices for Multiple
Permits at One Time**

Pay Invoices for Multiple Permits at Once

- From any page, select "My Work"
- Click "My Invoices"
- Select which invoices you want to pay
- If you want to pay all of the invoices at once, click "Select All"
- Click "Add to Cart"

The screenshot shows the Sandy Springs Community Development website. The top navigation bar includes 'Home', 'Dashboard', 'My Work' (highlighted with a red box), 'Apply', 'Today's Inspections', 'Pay Invoices', 'Search', and 'Help'. The 'My Work' section has sub-tabs: 'MY INVOICES' (highlighted with a red box), 'MY PERMITS', 'MY EXISTING INSPECTIONS', and 'REQUEST INSPECTIONS'. Below the tabs is a search bar and a table of invoices. The 'Add To Cart' button is highlighted with a red arrow. The table has columns for Invoice Number, Amount Due, Due, Status, and Case Number. The first row is selected, and all other rows have their checkboxes checked.

<input checked="" type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number
<input checked="" type="checkbox"/>	00028165	\$1,005.00	05/15/2022	Due	BR22-00329
<input checked="" type="checkbox"/>	00028880	\$345.00	06/25/2022	Due	BR22-00445
<input checked="" type="checkbox"/>	00028881	\$135.00	06/25/2022	Due	BR22-00446
<input checked="" type="checkbox"/>	00028882	\$2,800.00	06/25/2022	Due	BR22-00447
<input checked="" type="checkbox"/>	00028885	\$2,650.00	06/25/2022	Due	BR22-00448
<input checked="" type="checkbox"/>	00028886	\$2,800.00	06/25/2022	Due	BR22-00450
<input checked="" type="checkbox"/>	00028889	\$2,550.00	06/25/2022	Due	BR22-00451
<input checked="" type="checkbox"/>	00029137	\$2,800.00	07/09/2022	Due	BR22-00496
<input checked="" type="checkbox"/>	00029140	\$495.00	07/09/2022	Due	BR22-00497
<input checked="" type="checkbox"/>	00029374	\$2,800.00	07/23/2022	Due	BR22-00526
<input checked="" type="checkbox"/>	00029432	\$3,960.00	07/29/2022	Due	BC22-00348

Showing 11 records. Limited to the last 2000 records

Shopping Cart

- Review your Shopping Cart
- Click "Check Out"

The screenshot shows the Sandy Springs Community Development website. The header includes the logo for Sandy Springs Community Development and the text "BUILD SANDY SPRINGS". The user is logged in as "Guest" and the time is "Good Morning". A shopping cart icon in the top right corner shows "1" item. The navigation menu includes "Home", "Dashboard", "My Work", "Apply", "Today's Inspections", "Pay Invoices", "Search", and "Help".

The main content area is titled "Shopping Cart" and includes a "Back" link. The cart summary shows a total of \$2,650.00 and a "Check Out" button. Below this, the invoice details are displayed: Invoice: 00028885, Due Date: 06/25/2022, and Description: BR22-00448. A table lists the items in the cart:

Case Number	Project	Case Address	Amount Due
BR22-00448		1 GALAMBOS WAY Sandy Springs GA 30328	\$2,650.00

At the bottom right of the table, there is a "Remove" button and a "Top | Main Menu" link. The total amount due is \$2,650.00, and a "Check Out" button is located at the bottom right of the page.

Payment Window

- Enter your credit or debit card information in the provided fields.
 - There is a 5% service fee for all card transactions.
 - Alternatively, you can pay via cash or card at the Revenue Office at City Hall.
- Click "Pay Now"

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

Sandy Springs, GA
Order Number: 9135
Friday, July 1, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
00028885	BR22-00448	1	\$2,650.00	\$2,650.00
Item Total:				\$2,650.00
Service Fee:				\$104.68
Order Total:				\$2,754.68

Payment Details *all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code

Pay Now - \$2,754.68

Cancel

**Please reach out to City Staff
for further assistance.**

Make an appointment at City Hall: <https://spr.gs/qless>

Reach us via phone: **770-730-5600**