How Pay for a Permit in Accela

1. **Open the following website: https://aca-prod.accela.com/TOS/Default.aspx**
2. **Login to Existing account**
   a. **If you do not have an account, please see the how to create an Accela account document**
3. **You need to open the permit you are trying to pay the fee for. If the permit does not appear on your dashboard you can search it with the green magnifying glass**

4. **Click on the payments drop down and select fees**

5. **Select pay fees**

6. Select Checkout

Home	**Building Safety (PERMITS)**	Planning & Zoning	Code Enforcement

Create a Permit Application	Search Permit Applications	more ▾

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Residential Solar	5	$300.00

TOTAL FEES: $300.00
Note: This does not include additional inspection fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before your can get approval from the agency.

Conditions

Showing 1-1 of 1

Building - 1 Applied
Building Permit
Utility Locate
Sahuarita does not verify the location of underground facilities or easements. State statute (ARS 40-360.22) requires that underground utilities be located prior to excavation activities. Information on the presence of underground utilities is available by contacting Arizona blue stake.
Notice

Check Out »

7. Select checkout again

8. Enter Credit Card Information and Submit payment

![Sahuarita logo]

Home Building Safety (PERMITS) Planning & Zoning Code Enforcement

Dashboard   My Records   My Account   Advanced Search ▾

| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |

Step 2: Payment information

The available payment methods is:
-   **Credit Card**

<div align="right">* indicates a required field.</div>

Payment Options

Amount to be charged: $300.00

🔘 Pay with Credit Card

Credit Card Information:

*Card Type: *Card Number: *Security Code: ⓘ

[--Select-- ▾]   [_____]   [_____]

*Name on Card: * Exp. Date:

[_____]   [01▾] [2021▾]

Credit Card Holder Information:

☐ Auto-fill with   [Heather Diaz▾]

Country:

[--Select-- ▾]

*Street Address:

[_____]

*City: *State: *Zip:

[_____]   [_____]   [_____]

*Phone:

[_____]

E-mail:

[_____]

Submit Payment »