

## 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

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Logged in as: Heather Diaz   Collections (0)    Cart (0)   [Account Management](#)   [Logout](#)

**\*IMPORTANT\***  
Permit website link change, please update your browser to:  
<https://aca-prod.accela.com/tos>

**Please schedule all next day inspections by 6PM.**



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

Dashboard   My Records   My Account   Advanced Search ▾

Hello, Heather Diaz

Saved In Cart (0)   [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)   [View Collections](#)

You do not have any collections right now.

Work in progress    [View All Records](#)

| Record Name            | Record ID    | Module   | Creation Date | Action                             |
|------------------------|--------------|----------|---------------|------------------------------------|
| Residential Alteration | 21TMP-001499 | Building | 7/19/2021     | <a href="#">Resume Application</a> |

4. Click on the payments drop down and select fees

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

Create a Permit Application Search Permit Applications more ▾

Permit Number Residential Solar [Add to cart](#)  
[Add to collection](#)

Permit Status: Building Reviewed  
Permit Expiration Date: 08/12/2021

Record Info ▾ **Payments ▾** Conditions **1** Custom Component

 Fees  
Trust Account Information

 A notice was added to this record on 08/12/2021.  
Condition: Utility Locate Severity: Notice  
Total Conditions: 1 (Notice: 1) [View Condition](#)

Work Location

5. Select pay fees

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

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Permit Number SAH-21-01176: [Add to cart](#)  
[Add to collection](#)

Permit Status: Building Reviewed  
Permit Expiration Date: 08/12/2021

Record Info ▾ **Payments ▾** Conditions **1** Custom Component

 A notice was added to this record on 08/12/2021.  
Condition: Utility Locate Severity: Notice  
Total Conditions: 1 (Notice: 1) [View Condition](#)

Fees

**Outstanding:**

| Date       | Invoice Number | Amount   |
|------------|----------------|----------|
| 08/12/2021 | 4386           | \$300.00 |

Total outstanding fees: \$300.00

 [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

## Shopping Cart

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

### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

### PAY NOW

566 W VUELTA BURIL, SAHUARITA AZ 85629  
1 Application(s) | \$300.00  
▶ Residential Solar SAH-21-01176 Total due: \$300.00

**Total amount to be paid: \$300.00**  
*Note: This does not include additional inspection fees which may be assessed later.*



[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

### 8. Enter Credit Card Information and Submit payment

1 Select item to pay

2 **Payment information**

3 Receipt/Record issuance

### Step 2: Payment information

The available payment methods is:

- Credit Card

\* indicates a required field.

### 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 »