

ACELA CITIZENS ACCESS (ACA) ONLINE PERMIT SYSTEM INSTRUCTIONS

Message from the Division of Planning and Development

We have launched an *online solution* for land use applications, building permit requests, and plan submission. Accela Citizens Access (ACA) allows you to create a and maintain a profile, add delegates that need to do business on your behalf, track application and permit status, request inspections, and much more.

Please direct technical questions on using Accela Citizens Access to:
code.enforcement@shelbycountyttn.gov.

Step 1: Register for an Account

You'll begin by registering for an account. Go to <https://aca-prod.accela.com/shelbyco/>.

How to Register for an ACA Account

1) First time users, please “**Register for an Account**”.

Returning customers, please continue to login with your existing credentials.

2) Once you've arrived at our site: <https://aca-prod.accela.com/shelbyco/> you can **Register for an Account** or **Login** using the links at the top right. You can also register for an account in the Login window.

DEVELOP 901 DIVISION OF PLANNING AND DEVELOPMENT

CITIZEN PORTAL

Announcements Accessibility Support Register for an Account Login

Please be advised: City Hall and the Office of Construction Code Enforcement are currently closed to the public due to the COVID-19 Emergency. During this time, we are striving to be as responsive as possible and we are asking that everyone be patient as we work together to get through this event.

Search...

Home Planning Construction Enforcement Licenses, Signs, & Elevators

Advanced Search

Welcome to the Citizen Portal
For your convenience during our office closure, we are providing this temporary online solution for permit applications and plan submission. This temporary solution has limited functionality. Our full solution will be available when our office is fully operational.

We hope you will continue to use this online service to conduct business. You will be able to create a full profile, register your License information, add delegates that need to do business on your behalf, track permit status, request inspections, and much more.

Please click [How To Instructions](#) to get started by creating an account and learn how to apply for a permit and make a payment by credit card (Visa, Mastercard, Discover).

Please direct questions on using Accela Citizens Access (ACA) to code.enforcement@shelbycountyttn.gov.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Create an Application Search for a Licensee	Planning Search Cases
Construction Enforcement Search Applications Schedule an Inspection	Licenses, Signs, & Elevators Search & Renew Licenses Schedule an Inspection

Login
User Name or E-mail:
Password:
Login >

Remember me on this computer
I've forgotten my password
New Users: Register for an Account

3) After you have read and agree to the terms of use, check the box “**I have read and accept the above terms**” and click “**Continue to Registration**”.

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »

4) Next, please **insert the login information** you would like to use. You will need to remember this information to use Accela in the future.

Enter login information here to ensure you retain it:

Username: _____

Password: _____

Home Building Licenses

Advanced Search ▾

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address

* User Name: ?

* E-mail Address:

* Password: ?

* Type Password Again:

* Enter Security Question: ?

* Answer: ?



Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Add New

Continue Registration »

5) After your information is complete and accurate, under “**Contact Information**” click “**Add New**”. (This **is required** to register your account.)

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address

* User Name: 

jamesdoe

* E-mail Address:

jamesdoe@buildersmem.com

* Password: 

.....

* Type Password Again:

.....

* Enter Security Question: 

Grandmother's maiden name

* Answer: 

Jones

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Add New

6) Enter your **Contact Information**. The details added here will be used as your primary account information.

“**Save**” the information.

Contact Information

* Individual/Organization:
--Select--

* Name of Business:

DBA/Trade Name:

Work Phone: Mobile Phone:

* E-mail: Preferred Channel: --Select--

FEIN:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status
No records found.				

You should get a message displaying that your “**Contact added successfully**”.

✔ **Contact added successfully.**

Memphis Builders
jamesdoe@buildersmem.com
Home phone:
Mobile Phone:5555555554
Work Phone: 5555555555
Fax:
[Edit](#) [Remove](#)
▶ [Contact Addresses](#)

7) Next, select “**Add Additional Contact Addresses**” and complete the requested information.

Contact Information

>

* Individual/Organization:

Organization

* Name of Business:

Memphis Builders

DBA/Trade Name:

Work Phone:

5555555555

Mobile Phone:

5555555554

* E-mail:

jamesdoe@buildersmem.com

Preferred Channel:

--Select--

FEIN:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status
No records found.				

8) Select “Save and Close”.

Contact Address Information

Address Type:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

ZIP Code:

Save and Close

Save and Add Another

Clear

[Discard Changes](#)

9) You should get another notification that your account was added successfully, and you can now proceed to login.



Your account has been created successfully. You can Login to use the system.

From there you can edit or delete your profile information.

Step 2: Apply for Permits & Submit Applications on ACA [\(back to top\)](#)

Once you have created your account in ACA you can now apply for permits, submit land use applications, and make payments.

1) Once you **Login** to <https://aca-prod.accela.com/shelbyco/> using your existing credentials, click on the “**Home**” Button (to see screen as shown on the following page).

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Arrive at the **Home** Screen.

Select “*Create an Application*” in the Construction Enforcement (Building) or Planning section or “*Apply for a License*” in the Licenses and Signs section.

Home Planning Construction Enforcement Licenses and Signs Engineering

Dashboard My Records My Account Advanced Search

Welcome 5 Ash Roof Services, LLC
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
Lookup Property Information
Create an Application
Search for a Licensee

Planning
Create an Application
Obtain a Fee Estimate
Search Cases

Construction Enforcement
Create an Application
Search Applications
Schedule an Inspection

Licenses and Signs
Apply for a License
Search & Renew Licenses
Schedule an Inspection

The following applications can be found in the **Planning** tab:

Administrative

Administrative Deviations
Administrative Site Plan Review
Final Plat Review
Minor Modification / Re-Recording
Subdivision
Tree Ordinance (NOI)
Zoning Letter

Board of Adjustment

Appeals of Administrative Decision
Change in Nonconforming Use
Conditional Use Permit
Correspondence
Variance

Land Use Control Board

Major Modification
Planned Development
Plat Revocation
Residential Corridor Revocation
Rezoning
Right of Way Dedication
Special Exception
Special Use Permit
Street and Alley Closure (Right of Way Vacation)
Street Name Change
Subdivision

Landmarks Commission

Certificate of Appropriateness

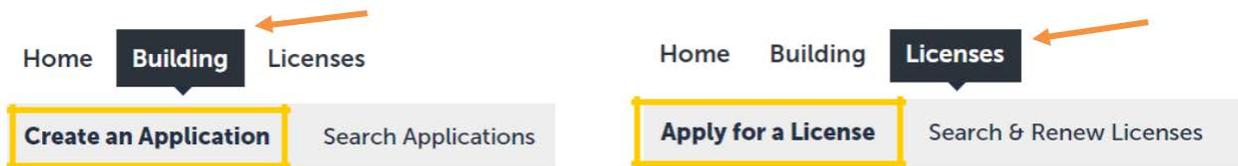
The following applications can be found in the **Construction Enforcement (Building)** tab:

Certificate of Occupancy
Residential and Commercial Accessory, Addition, Alteration, & New Construction
Residential and Commercial Electrical
Residential and Commercial Mechanical
Residential and Commercial Plumbing
Residential and Commercial Demolition

The following application can be found in the **Licenses** tab:

State and Local Construction Licenses: Building, Electrical, Mechanical, and Plumbing
Signs – Permanent
Elevators
Mobile Home Pads

You can also “Create an Application” or “Apply for a License” by selecting the tab header.



2) Once you have read and agree to the terms, please check “**I have read and accept the above terms**”. Then click “**Continue Application**”.

Please edit your browser settings to “Allow Pop-ups” from this site before proceeding

Create an Application Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

→ Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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I have read and accepted the above terms.

Continue Application »

3) You are now ready to **choose the type of permit or application you need**. As an example, we will demonstrate a Commercial Electrical Permit.

Select **“Continue Application”**.

Home **Building** Licenses

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ **Certificate of Occupancy**

Certificate of Occupancy

▼ **Residential Building**

- Demolition Permit
- Residential Accessory Structure Permit
- Residential Addition Permit
- Residential Alteration Permit
- Residential New Construction Permit

▼ **Commercial Building**

- Certificate of Occupancy
- Commercial Accessory Structure Permit
- Commercial Addition Permit
- Commercial Alteration Permit
- Commercial New Construction Permit
- Demolition Permit

▼ **Electrical**

- Commercial Electrical Permit
- Residential Electrical Permit

▼ **Mechanical**

- Commercial Mechanical Permit
- Residential Mechanical Permit

▼ **Plumbing**

- Commercial Plumbing Permit
- Residential Plumbing Permit

Continue Application »

4) Next, **enter Contact Information** in the *Licensed Professional List* and/or the *Contact List*. The type of contact required for each application will vary. You will enter or select which contact information you wish to have attached with this application.

These contacts, specifically the Applicant” will be contacted regarding issues with the application and fees owed.

Licensed Professional (where applicable)

Select “**Add New**” to add Licensed Professional information. You can choose between the **General Contractor** and **Homeowner**. You must enter your state or local license number.

Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New

Look Up

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

Licensed Professional Information

First: Middle: Last:

* Name of Business:

Business License #:

Home Phone: Mobile Phone:

* E-mail: Fax:

* Address Line 1:

Address Line 2:

* City: * State: * Zip:

Save and Close

Clear

Discard Changes

Contact

Select “**Select from Account**” to use the information you entered when establishing your account. Select which contact you want to add. Note: This person will be contacted if there are any issues with the application.

Select “**Add New**” to add a different person, other than the account holder, to this application.

Contact List

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

[Select from Account](#) [Add New](#) [Look Up](#)

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	E-mail	Action
No records found.					

[Continue Application »](#)

[Save and resume later](#)

One “**Contact**” must be “**Applicant**”, selected from the “Type” dropdown list.

Select Contact from Account

[Add New](#)

Memphis Builders

* Type:

Select contact addresses for this contact to attach to the record.

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

[Continue](#) [Discard Changes](#)

Select Contact Type

* Type:

[Continue](#) [Discard Changes](#)

Click “**Continue**”. When both a Licensed Professional (where applicable) and at least one Contact has been added.

5) Next, enter **Location** information for the project.

Enter as **few** values as possible to search for a **valid address** (i.e. just the "Street No." or "Street Name"). A general search will return a list of results from which you can select a specific address.

Please **just put in the street number and/or street name**. Do not fill out all fields. The more general address search, the more likely you are to find the correct, valid address as it exists in our system. (See below page for an example).

Troubleshooting Addresses:

I **can't find the address** I'm searching for.

- Enter only the street number, "Search", and review the list to see if the address is present.

I'm uncertain about the **proper name** for a street (Hwy 14 vs Austin Peay; S Parkway vs South Parkway; Union Ave Extended vs Union Extended)

- Enter only the street number, "Search", and review the list to see if the address is present.

The **address is not present on the list** even when I only search the street number.

- Manually enter the address, parcel, and owner information (if required). Do not select Search. You will be able to save the address information and move forward. However, you may be contacted regarding the address if it is incorrect or cannot be verified.
- You may be required to submit a paper application. Contact our office.

If you want to *change the initial address searched*, please make sure to use the "**Clear**" button before searching again.

Step 2: Application Information > Work Location

In this page, identify the physical address where the proposed work will take place.

Show Map

* indicates a required field.

Address

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="555"/>	--Select-- ▼	<input type="text"/>	--Select-- ▼
Unit Type:	Unit No.:		
--Select-- ▼	<input type="text"/>		
City:	State:	* Zip:	
<input type="text"/>	--Select-- ▼	<input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

Select **Search**.

Next, **select an address** from the list of valid addresses returned. In the example below, we've searched for street number "555" and the search returned all addresses in Shelby County with a 555 street number.

Address Search Result List

Addresses

Showing 1-10 of 100+

Address	City	State	Zip
555 A W WILLIS AVE, 001094 00001C, MEMPHIS 38105, 555 A W WILLIS AVE	MEMPHIS		38105
555 ALEXANDER ST, 045108 00021, MEMPHIS 38111, 555 ALEXANDER ST	MEMPHIS		38111
555 ALEXANDER ST, House 045108 00021, MEMPHIS 38111, 555 ALEXANDER ST	MEMPHIS		38111
555 ASHBURY CV, House 091132 00002, CORDOVA 38018, 555 ASHBURY CV	CORDOVA		38018
555 AUTUMN RUN DR, House C0245T F00051, COLLIERVILLE 38017, 555 AUTUMN RUN DR	COLLIERVILLE		38017
555 BALTIMORE ST, 029080 00008, MEMPHIS 38111, 555 BALTIMORE ST	MEMPHIS		38111
555 BEALE ST, Commercial (General) 007009 00014, MEMPHIS 38103, 555 BEALE ST	MEMPHIS		38103
555 BETHANY RD, D0222 00055, EADS 38028, 555 BETHANY RD	EADS		38028
555 BETHANY RD, House D0222 00054, EADS 38028, 555 BETHANY RD	EADS		38028
555 BOSTON ST, House 029079 00035, MEMPHIS 38111, 555 BOSTON ST	MEMPHIS		38111

Once an address is selected, the screen will return the associated *Parcel* and *Owner* information.

Click “**Select**” at the bottom of the page to add the address, parcel and owner to the application.

Once the address, parcel and owner is added to the application, select “**Continue Application**” to save the information in the Location section.

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="555"/>	<input type="text" value="--Select--"/>	<input type="text" value="BEALE"/>	<input type="text" value="St"/>

Unit Type:	Unit No.:
<input type="text" value="--Select--"/>	<input type="text"/>

City:	State:	* Zip:
<input type="text" value="MEMPHIS"/>	<input type="text"/>	<input type="text" value="38103"/>

Status:
<input type="text" value="1063324"/>

<input type="button" value="Search"/>	<input type="button" value="Clear"/>
---------------------------------------	--------------------------------------

Parcel

* Parcel Number:
<input type="text" value="007009 00014"/>

<input type="button" value="Search"/>	<input type="button" value="Clear"/>
---------------------------------------	--------------------------------------

Owner

Owner Name:
<input type="text" value="MEMPHIS CITY OF (DIV OF HOUSING & COMM)"/>

Address Line 1:
<input type="text" value="555 BEALE ST"/>

Address Line 2:
<input type="text" value="MPHS AREA CHAMBER OF COMMERCE"/>

City:	State:	Zip:
<input type="text" value="MEMPHIS"/>	<input type="text" value="TN"/>	<input type="text" value="38103"/>

<input type="button" value="Search"/>	<input type="button" value="Clear"/>
---------------------------------------	--------------------------------------

<input type="button" value="Continue Application »"/>

<input type="button" value="Save and resume later"/>
--

6) Next, enter details about the project in the **Application Information** section. Click “**Continue Application**” when all necessary information is complete. Fields with an asterisk* are required.

Commercial Electrical Permit

1 Contact Information	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
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Step 2: Application Information > Project Information

In this page, fill in detailed information for your proposed work. The information in this page needs to be complete in order for the agency's staff to review your application.

* Indicates a required field.

Detail Information

Application Name:

Detailed Description:

[spell check](#)

Project Details

General Project Information

* Construction Class:

* Class of Work:

New Services & Feeders

New Services & Feeders (0 to 240 Volts): Amps

New Services & Feeders (241 to 480 Volts) up to 400 amps: Amps

New Services & Feeders (241 to 480 Volts) over 400 amps: Amps

New Services & Feeders (Over 480 Volts) 1-10,000: KVA

New Services & Feeders (Over 480 Volts) 10,001-50,000: KVA

New Services & Feeders (Over 480 Volts) Over 50,000: KVA

Commercial Service Increase

Service Increase (0 to 240 Volts): Amps

Service Increase (241 to 480 Volts) up to 400 amps: Amps

Service Increase (241 to 480 Volts) over 400 amps: Amps

Service Increase (Over 480 Volts) 1-10,000: KVA

Service Increase (Over 480 Volts) 10,001-50,000: KVA

Service Increase (Over 480 Volts) Over 50,000: KVA

Complete Remodel

Complete Remodel (0 to 240 Volts): Amps

Complete Remodel (241 to 480 Volts) up to 400 amps: Amps

Complete Remodel (241 to 480 Volts) over 400 amps: Amps

Complete Remodel (Over 480 Volts) 1-10,000: KVA

Complete Remodel (Over 480 Volts) 10,000-50,000: KVA

Complete Remodel (Over 480 Volts) Over 50,000: KVA

[Continue Application »](#)

[Save and resume later](#)

For Trust Account Holders:

If you opt to **pay via Trust Account**, indicate this by selecting the checkbox on the last question, *Financial Info*, in the **Application Information** section.

FINANCIAL INFO

Use Existing Trust Account:



Continue Application »

Save and resume later

7) Please upload any **Documents** that are required for your application. Required Documents will be noted in the description of the Attachment section.

Plans for Building Permits should be uploaded here*.

Please note: Uploading plans electronically for Building Permits could ensure review begins sooner or typically takes less time than submitting paper plans.

*If you do not have electronic plans,

- Building Permits - Please drop of 4 sets of hard copies in the plan review box located inside the main lobby at 6465 Mullins Station Rd., Memphis, TN 38134. For questions on paper plan drop off, email planreview@shelbycountyttn.gov.
- Planning Applications - Please drop of 4 sets of hard copies in the plan review box located inside the main lobby at 6465 Mullins Station Rd., Memphis, TN 38134. For questions on paper plan drop off, email norman.saliba@memphistn.gov

Select **“Add”** to add documents. Locate the document on your computer and select **“Continue”**.

Commercial Electrical Permit

1 Contact Information	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
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Step 3: Support Documentation > Support Documentation

In this page, upload documents to support your application.

* indicates a required field.

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

Once the document is added, select the document **Type** from the list. Select **“Save”**.

Add multiple documents by selecting **“Add”** as many times as needed.

Once all documents are added, select **“Continue Application”**.

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

File: Remove

Accela Citizen Access (ACA) Tutorial
abbr- Memphis Shelby.docx

100%

*Type:

MPE (mechanical, plumbing, electrical) Design Drawings

Description:

spell check

Save Add Remove All

Continue Application »

Save and resume later

If you do not add any required Documents, you will see an error message and be required to add the document before you can submit your application.

8) Next, **Review** your application to ensure its accuracy.

Commercial Electrical Permit

1	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

9) After you have reviewed your application and click “**Continue Application**”.

If fees are required before you submit your application, you will be directed to the Payment Screens to complete payment. See Section 3 of this document. ([go to Fees Section](#))

If fees are not required before you submit your application, you will get a notice that your application has been submitted successfully.

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

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

555 BEALE St, MEMPHIS 38103

COM-ELC-20-000001

[Copy Record](#)

Building Permit Applications: Use this ID to pay fees.

10)The application will be reviewed to ensure all needed information has been provided, then you will receive an email instructing you to Pay Fees.

Example email:

Dear [enter customer name]:

Thank you for your application. You have been assigned permit number [enter the OCCE permit number]. Fees are ready to be paid. There are three (3) payment options. **Respond** to indicate the method you have chosen.

- 1) You can pay **online** using a credit/debit card for a fee of 2.1% of the permit amount. Please log on to <https://aca3.accela.com/SHELBYCO> to pay by credit card (Visa, Mastercard, Discover).
- 2) You can also **mail or drop off** a check or money order payment at our location using the address below.
- 3) You can pay using your **Trust Account** by checking the box on the application or by replying to this email with the following information: name, confirmation of amount to be charged to the trust account and the trust account number.

Fee Summary:

Permit Fee: \$xxx
Data Processing Fee: \$xx
Surcharge: \$xx
Credit Card Use: \$xx (2.1%)

Please use the assigned permit number to mail/drop payments, request inspections or inquire about your permit.

Thank you.

Office of Construction Code Enforcement
6465 Mullins Station Road
Memphis, TN 38134
Phone: (901) 222-8300

Please wait for an email detailing fees prior to contacting our office. The email is an indication that your application has been processed.

Step 3: Pay Permit Fees on ACA [\(back to top\)](#)

1) To **Pay Fees**, log into your Accela account and select the **Construction Enforcement (Building), Licenses, Planning** tab, depending on your application type.

Select “**Search Applications**”. Locate the application record you would like to pay.

Home **Building** Licenses

Create an Application **Search Applications** Schedule an Inspection

Records

Show on Map

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	04/13/2020	COM-ELC-20-000001	Commercial Electrical Permit	Electrical Replacements	555 BEALE St, MEMPHIS 38103	Pending	Pay Fees Due

2) You can pay fees using several methods.

If you are **paying fees as a part of an ongoing or saved application**, select “Continue” to proceed to the checkout and payment screens. You may be required to enter amounts in the appropriate fee item to calculate the correct fee.

If you are **returning to a submitted Application**, click on the **Pay Fees Due** link in the *Action* column next to the application you would like to pay. Total fees will be itemized based on the scope of work outlined in your application.

Home **Building** Licenses

Create an Application Search Applications Schedule an Inspection

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
Electrical Permit Fee	200	\$200.00
Data Processing Fee	1	\$4.00
Surcharge	5	\$5.00
Credit Card Use Fee	1	\$4.39

TOTAL FEES: \$213.39
Note: This does not include additional inspection fees which may be assessed later.

Check Out »

Click “**Checkout**” to begin the payment process.

3) After selecting “Checkout”, you will choose your method of payment, accept the credit card use terms and conditions, and enter the details needed to process your transaction.

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

555 BEALE St, MEMPHIS 38103

1 Application(s) | \$213.39

Commercial Electrical Permit
COM-ELC-20-000001

Total due: \$213.39

Fee	Qty.	Amount
Electrical Permit Fee	200	\$200.00
Data Processing Fee	1	\$4.00
Surcharge	5	\$5.00
Credit Card Use Fee	1	\$4.39

Total amount to be paid: \$213.39

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

4) If your payment is accepted, you will be given a payment confirmation message and the option to view a **Receipt**.

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Receipt

555 BEALE St, MEMPHIS 38103

COM-ELC-20-
000001

View Receipt

Copy Record

Print/View Receipt

5) Building Permits: After payment is received and the permit has been issued, inspections should be requested using the instructions provided and the permit number in your email.