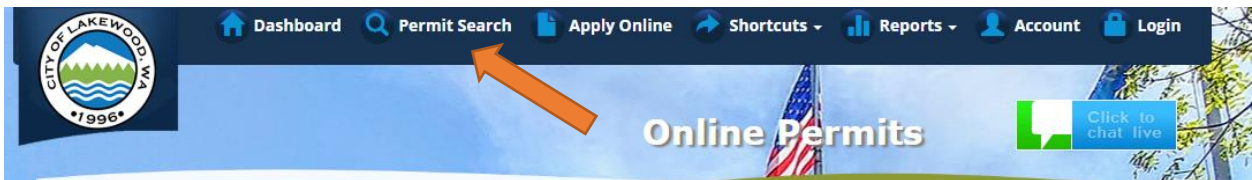


# Making a Payment Online

- Start at <https://pals.cityoflakewood.us/palonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
  - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



- Once logged in click on “Permit Look Up” along the top of the site.




- Enter the permit number and hit Search

A screenshot of the "Application/Permit Lookup" form. The form has a green header with a question mark icon. It contains several input fields: "Application/Permit #:" with the value "1234", "Tax Parcel #:", "Contractor Id:", "Applicant Name:", "Project Name:", and "Site Address:" (split into "House Number" and "Street Name w/o prefix or suffix"). There are three buttons: a green "Search" button, a blue "Clear" button, and a grey "Export" button. Two orange arrows point to the "1234" input field and the "Search" button.

- The next screen will show the permit information – on there is an orange button “I Want To...”

**Application/Permit Information** ?

**Appl/Permit:** 1234  
**Site Address:** 7620      **Status:** Issued      **Area:** Lakewood  
**Applicant:**      **Expiration Date:** 03/24/2023      **Owner:**  
**Address:**      **Type:** Right-Of-Way and/or Oversized Load      **Address:**  
**Application Date:**      **Tax Parcel:**  
**Project Name:** (Hard surface cut) A-Advanced Septic and Construction  
**Work Description:** Tap existing public sewer on Harmony Pl. SW. to install a building sewer to the new single-family residence.

**I Want To...** ▾ 


Department Status	Reviews	Scheduled Insp	Completed Insp	Inspection Holds	Fees	Related Permits	Documents
This page shows the status for each department that will review or has already reviewed this application/permit.							
Department	Status			Last Updated			
PUBLIC WORKS ENGINEERING	Approved			03/23/2022			

- From the “I Want To...” drop down you will see the option to “Pay Fees”

**Application/Permit Information** ?

**Appl/Permit:** 1347  
**Site Address:**      **Status:** Processing      **Area:** Lakewood  
**Applicant:**      **Expiration Date:**      **Owner:**  
**Address:**      **Type:** Demolition Permit Commercial      **Address:**  
**Application Date:**      **Tax Parcel:**  
**Project Name:**  
**Work Description:** Demolition of existing building, site surface features to be removed; utilities to be disconnected and capped per permit requirements (water, sewer, gas, power), in accordance with the attached demolition site plan.

**I Want To...** ▾

- Add to eNotification
- Cancel an Inspection
- Create Related Application
- Pay Fees** 
- Pay Reinspection Fee
- Print
- Renew Application/Permit
- Resubmit
- Schedule an Inspection

Department Status	Reviews	Scheduled Insp	Completed Insp	Inspection Holds	Fees	Related Permits
This page shows the status for each department that will review or has already reviewed this application/permit.						
Department	Status			Last Updated		
BUILDING DIVISION	Pending Review			03/24/2022		
DEVELOPMENT CENTER	Pending Review			03/24/2022		

- A second screen will open and ask you for the details of your request.
  - Please select an option under “Amount to Pay”
    - Minimum amount due to accept – for submittal fees, not the full cost of the permit.

- Minimum amount due to issue – for any amount due, outside of “Total amount due”
- Total amount due – the full amount due for the permit(s).

Select an Amount to Pay:

- Minimum amount due to accept
- Minimum amount due to issue
- Total amount due

<input type="checkbox"/>	Appl/Permit #	Appl/Permit Description	Status	Appl Date	Balance
<input checked="" type="checkbox"/>		Permanent Sign	Processing	4/4/2022	\$1,489.59
<b>Total</b>					\$1,489.59

Pay Balance

Cancel

- The next screen will take the credit card information.
  - Once the payment(s) have been processed the Permit Technician will be notified.
    - Please allow up to 72 hours to receive a response from the Permit Technician.