



ArlingtonPermits.com (ap.arlingtontx.gov)

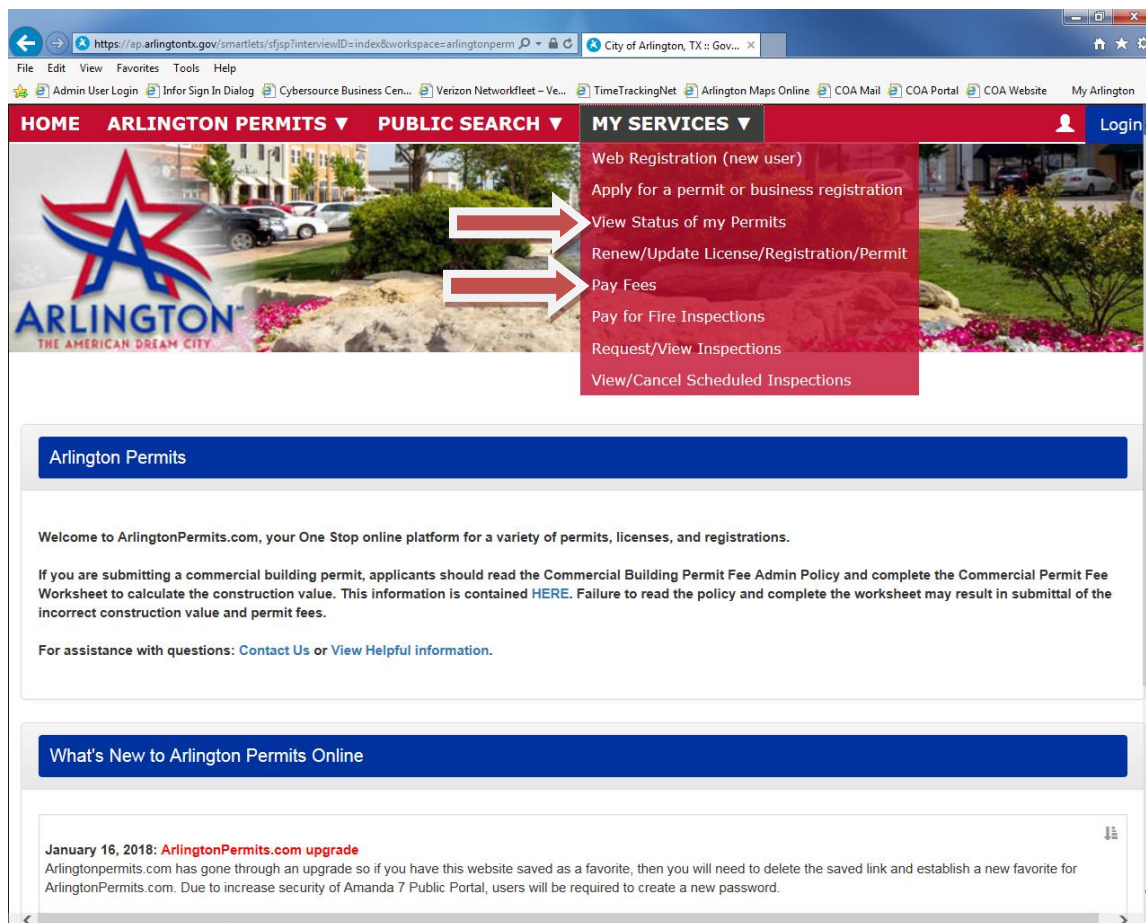
Paying Fees on ArlingtonPermits.com

Paying your fees online for any Permits, Registrations, Licenses, etc., requires that the Payee be registered on ArlingtonPermits.com (referred to as AP.com). It is not necessary to register multiple- times if you have building permits, Alarm Permits, Apartment inspections or any other registrations (all commonly referred to as permits throughout document). If you have not registered and you are unsure how to register, click the Help / FAQ's link for Web Registration instructions.

Once you log into AP.Com, here are 2 links that will allow you to Pay Fees:

- View Status of my Permits
- Pay Fees

Each one will allow you to pay your fees, it is up to you to determine which one is preferable. Each link will be explained within this document.





View Status of My Permits (Single Payment Example included)

Once you click the link, you will be taken to a list of permits that you are associated with as the applicant, business owner, bill recipient. This list includes all permits, even those that have been paid.

Follow the steps to pay your fees:

1. In the first column, there will be a checkbox where the permit has an outstanding balance. Click the checkbox on the permit you wish to pay.
2. Click pay selected
3. It will take you to a fee window that will give you a breakdown of fees that make up the amount.
4. If there is more than one Fee Amount Listed, and you only want to pay a portion of the Amount due, you can uncheck the box in the Pay column. You must have at least one fee checked to continue.
5. Click the Pay Selected Fees button

| View Status of My Permits | | | | |
|---------------------------|--|---------------------------|------------------------|---------|
| | Permit Number | Address | Status | Balance |
| 1 | 16 876398 000 00 LIQU | 000 Unknown | Approved for Signature | \$0.00 |
| 2 | 16 876397 000 00 LIQU | 000 Unknown | Approved for Signature | \$0.00 |
| 3 | 16 876396 000 00 LIQU | 000 Unknown | Approved for Signature | \$0.00 |
| 4 | 16 876374 000 00 ALRM | 600 112TH STREET | Pre Application | \$0.00 |
| 5 | <input type="checkbox"/> 16 876373 000 00 ALRM | 1003 ACORN COURT | Pre Application | \$50.00 |
| 6 | 1557627 ALRM | 1202 ACADEMY DRIVE | Issued | \$0.00 |
| 7 | 16 876371 000 00 ALRM | 2204 ACACIA DRIVE Lot 230 | Pre Application | \$0.00 |
| 8 | 1557625 ALRM | 3902 ABBERMARE COURT | Issued | \$0.00 |
| 9 | <input type="checkbox"/> 16 876369 000 00 ALRM | 312 109TH STREET | Pre Application | \$50.00 |
| 10 | 1557623 ALRM | 616 107TH STREET | Issued | \$0.00 |

Pay Selected

| Fees | | | |
|---------------|------------------|------------|-------------------------------------|
| Permit Number | Fee Description | Fee Amount | Pay |
| ALRM | Alarm Permit Fee | \$50.00 | <input checked="" type="checkbox"/> |

[Deselect All](#)

Pay Selected Fees

GO TO PAGE WITHIN THIS DOCUMENT TITLED: SECURE PAYMENT and final steps



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6. In the Payment Method drop down –
Click the payment type and choose
Either credit card or ACH Transaction
7. Click the PROCEED TO SECURE
PAYMENT PAGE button

Payment Method

Total Amount to Pay: \$375.00

Payment Method:

To authorize debit payments to the City of Arlington from a bank account, you must communicate with your bank to authorize these payments. Your bank will process only these authorized transactions.

To ensure your debit payments are successful, you should:

1. Speak with your bank *before* setting up a debit payment.
2. Provide the ACH Company ID and name below to your bank for the type of payment you need to make.

| Biller Group | Biller ID | Name | ACH Company ID |
|--------------|-----------|-----------------------------------|----------------|
| ATX | CCS | Code Compliance Services | E756000450 |
| ATX | FPD | Fire Prevention Dept. Inspections | F756000450 |
| ATX | PAP | Police Alarm Permits | G756000450 |
| ATX | PMT | Community Development & Planning | H756000450 |

Note: If you don't provide the ACH Company ID and name, your bank may reject the payment and the City of Arlington may send you a bill for the amount due, including penalty and interest

GO TO PAGE WITHIN THIS DOCUMENT TITLED: SECURE PAYMENT and final steps



Pay Fees Link (Includes paying multiple permits)

Once you click the link, you will be taken to a list of permits that you are associated with as the applicant, business owner, bill recipient.

Follow the steps to pay your fees:

1. Click the checkbox on the permit you wish to pay. In this example, we will be paying the two permits within the red box.
2. Click pay selected
3. It will take you to a fee window that will give you a breakdown of fees that make up the amount. The fees in BLUE are for permit 4, and the fees not highlighted are from permit 5.
4. If there is more than one Fee Amount Listed, and you only want to pay a portion of the Amount due, you can uncheck the box in the Pay column. You will need at least one fee checked to continue.
5. Click the Pay Selected Fees button
6. Click the PROCEED TO SECURE PAYMENT PAGE button

| Pay Fees | | | | |
|----------|---------------------------------------|--------------------------------|-----------------|------------|
| | Permit Number | Address | Status | Balance |
| 1 | 16 876373 000 00 ALRM | 1003 ACORN COURT | Pre Application | \$50.00 |
| 2 | 16 876369 000 00 ALRM | 312 109TH STREET | Pre Application | \$50.00 |
| 3 | 1557622 ALRM | 200 E MAIN STREET | Pre Application | \$50.00 |
| 4 | 16 876357 000 00 API | Landmark at Ridgewood Preserve | Renewed | \$2,539.20 |
| 5 | 16 875881 000 00 API | Landmark at Ridgewood Preserve | Renewed | \$2,539.20 |
| 6 | 16 875833 000 00 HMBL | JEFF [REDACTED] | Active | \$500.00 |
| 7 | 16 875830 000 00 HMBL | JEFF [REDACTED] | Pending Payment | \$500.00 |
| 8 | 16 875829 000 00 HMBL | JEFF [REDACTED] | Active | \$500.00 |
| 9 | 1557074 ALRM | 5302 HOLLY TRAIL | Pre Application | \$50.00 |
| 10 | 16 875778 000 00 HMBL | JEFF [REDACTED] | Active | \$450.00 |

Pay Selected

| Fees | | | |
|----------------------|----------------------|------------|-------------------------------------|
| Permit Number | Fee Description | Fee Amount | Pay |
| 16 875881 000 00 API | Multi-Family Billing | \$1,269.60 | <input checked="" type="checkbox"/> |
| 16 876357 000 00 API | Multi-Family Billing | \$1,269.60 | <input checked="" type="checkbox"/> |
| 16 875881 000 00 API | Multi-Family Billing | \$1,269.60 | <input checked="" type="checkbox"/> |
| 16 876357 000 00 API | Multi-Family Billing | \$1,269.60 | <input checked="" type="checkbox"/> |

[Deselect All](#)

Pay Selected Fees

Payment Method

Total Amount to Pay: \$5,078.40

Payment Method: Credit Card

Return to previous page

Proceed to Secure Payment Page

GO TO PAGE WITHIN THIS DOCUMENT TITLED: SECURE PAYMENT and final steps



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Secure Payment and Final Steps

Once you have clicked the “Proceed to Secure Payment Page”, you will be redirected to a secure website to process your payment. You will need to enter all required information, and click the CONTINUE button within the payment method box.

Make a Payment

My Payment

Arlington TX Community Development and Planning

Amount Due \$375.00

Permit Number 17 264664 000 00 HFEP

Payment Information

Frequency One Time

Payment Amount \$375.00

Payment Date Pay Now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City

State TX

Zip Code

Phone Number

Email Address

Payment Method

Card Number

Expiration Date Month Year

Card Security Code

Card Billing Address Use my contact information address

Use a different address

The following convenience fees will be added to your transaction total based on the Payment Method selected:

*Credit Card 2.75%

*ACH (electronic check) flat fee \$1.50

This is in addition to fees charged by your financial institution. The fee amount will display on the next page where you will be able to cancel or confirm payment.

[Continue](#)

[Cancel](#)



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Once you have clicked CONTINUE, a review payment document will be displayed. Review your payment information and if it is correct click CONFIRM. If the payment detail is not correct click the BACK button.

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

| | |
|------------------------|--|
| Description | City of Arlington Community Development and Planning Arlington TX Community Development and Planning https://ap.arlingtontx.gov |
| Payment Amount | \$375.00 |
| Convenience Fee | \$10.31 |
| Total Amount | \$385.31 |
| Payment Date | 10/19/2017 |
| Permit Number | 17 264664 000 00 HFEP |

Payment Method

| | |
|---------------------------|---------------------------------|
| Payer Name | CLAUDIA STEWART |
| Card Number | *1117 |
| Expiration Date | Mar-2019 |
| Card Type | Discover |
| Confirmation Email | claudia.stewart@arlingtontx.gov |

Billing Address

| | |
|------------------|-----------------|
| Address 1 | 101 W. Abram St |
| City | ARLINGTON |
| State | TX |
| Zip Code | 76017 |

Contact Information

| | |
|----------------------|---------------------------------|
| First Name | CLAUDIA |
| Last Name | STEWART |
| Address 1 | 101 W. Abram St |
| City | ARLINGTON |
| State | TX |
| Zip Code | 76017 |
| Phone Number | 8174596682 |
| Email Address | claudia.stewart@arlingtontx.gov |

The following convenience fees will be added to your transaction total based on the Payment Method selected:

*Credit Card 2.75%

*ACH (electronic check) flat fee \$1.50

This is in addition to fees charged by your financial institution. The fee amount will display below.

[Confirm](#) [Back](#)



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Once you have successfully paid your fees, the confirmation page will be displayed with your confirmation number.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **ATXPMT000001527**

Payment Details

| | |
|------------------------|--|
| Description | City of Arlington Community Development and Planning Arlington TX Community Development and Planning https://ap.arlingtontx.gov |
| Payment Amount | \$375.00 |
| Convenience Fee | \$10.31 |
| Total Amount | \$385.31 |
| Payment Date | 10/19/2017 |
| Status | PROCESSED |
| Permit Number | 17 264664 000 00 HFEP |

Payment Method

| | |
|---------------------------|---------------------------------|
| Payer Name | CLAUDIA STEWART |
| Card Number | *1117 |
| Card Type | Discover |
| Confirmation Email | claudia.stewart@arlingtontx.gov |

Billing Address

| | |
|------------------|-----------------|
| Address 1 | 101 W. Abram St |
| City | ARLINGTON |
| State | TX |
| Zip Code | 76017 |

[Return to Arlington Permits](#)

An email will be sent with your payment details.



City of Arlington Community Development and Planning <noreply@epymtsservice.com>

Claudia Stewart

Payment Confirmation for Arlington TX Community Development and Planning

[Retention Policy](#) a Inbox 4 Years (4 years)

Expires 10/18/2021

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on Oct-19-2017 for Arlington TX Community Development and Planning.

Confirmation Number: ATXPMT000001527

Permit Number: 17 264664 000 00 HFEP

Payment Amount: \$375.00

Convenience Fee: \$10.31

Total Amount: \$385.31

Scheduled Payment Date: Oct-19-2017

Amount Due: \$375.00

Payer Name: CLAUDIA STEWART

Credit Card Number: *1117

Credit Card Type: DISC

Approval Code: N/A

Merchant: City of Arlington Community Development and Planning

Website: <https://ap.arlingtontx.gov>

If you have questions about this payment or need assistance, please view the payment online at <https://ap.arlingtontx.gov>, or call Customer Service at (817)459-6502.

Thank you for using the ArlingtonTX CD&P Permits electronic payment system.