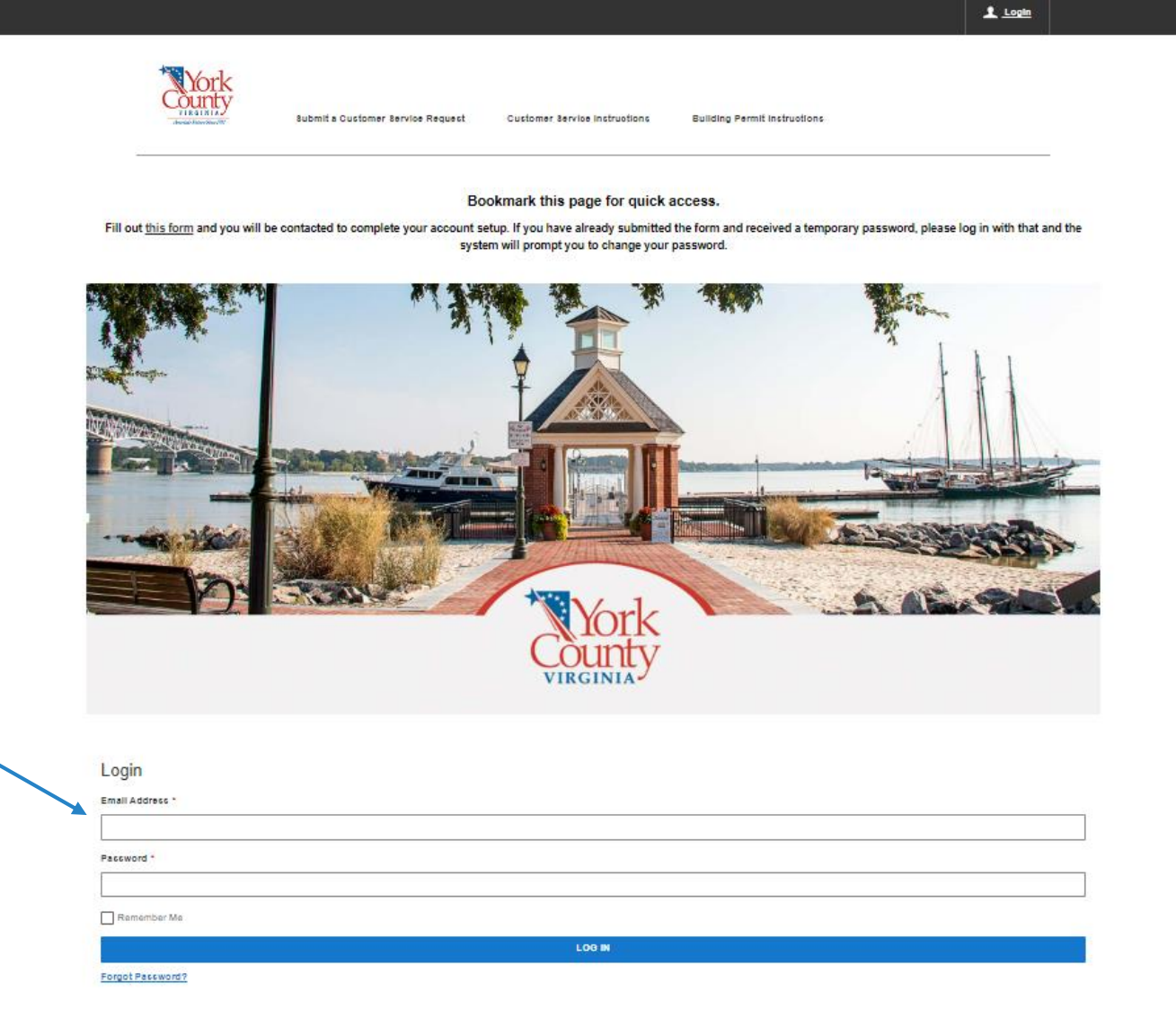



Paying Permit Fees in the Portal

Log into the portal by using the email and password that was used to set up the account.

Please call 757-890-3755 during business hours for assistance.





[Login](#)

 [Submit a Customer Service Request](#) [Customer Service Instructions](#) [Building Permit Instructions](#)

Bookmark this page for quick access.

Fill out [this form](#) and you will be contacted to complete your account setup. If you have already submitted the form and received a temporary password, please log in with that and the system will prompt you to change your password.





Login

Email Address *

Password *

☐ Remember Me

LOG IN

[Forgot Password?](#)

Welcome, IPSPortalTestUser!

[My Profile](#)

Username
ipsctrans@yorkcounty.gov

Address
P.O. Box 532
Yorktown, VA 23690

Contact
(757)880-3750
ipsctrans@yorkcounty.gov

MY FEES

Total Amount Due
\$346.80

[Make Payment](#)

[Go to my fees](#)
[Go to my payment history](#)

Total amount due reflects the total due for all permits associated to an account

From the Dashboard, there are two ways to get to the “My Fees” page to pay all outstanding fees on an account:

1. Click [Make Payment](#)
- OR
2. Click [Go To My Fees](#)

My Projects

Filter

1

[Clear All](#)

Map



Sort by

Added Date

[View Details](#)

Residential Building Permit

100 TEST ST
YORKTOWN VA 23692

[RB2024-25538](#)

Fees

Unpaid Balance
\$346.80

[Pay Balance](#)

Minimum Due
\$0.00

Status

Preliminary
1 Pending Task

Added Date
10/22/2024

Issued Date

Current Milestone
Application Fees

Processed Date
10/22/2024

Expire Date
04/22/2025

Details

Sub-type
OTHER

Occupancy Type
Shed


Declared
Valuation
\$5,000.00

Description
Test - Shed

To pay fees associated with a specific permit on an account and get to the “My Fees” page:

1. Click the [Permit Number](#)
- OR
2. Click [Pay Balance](#)

If the Permit Number is clicked on, the permit will open. In order to pay the balance associated with this specific permit, click [Pay Balance](#)



[My Dashboard](#)[Submit a Customer Service Request](#)[Customer Service Instructions](#)[Building Permit Instructions](#)

Be aware of new inspection scheduling process beginning 12/10/2022: Previously if a weekend or holiday was selected, the inspection would be scheduled for the following business day. Now the system will prompt the user to select an available business day.

Residential Building Permit

RB2024-25598

MY FEES

Total (paid and unpaid)	\$346.80	PAYMENT HISTORY
Unpaid Balance	\$346.80	PAY BALANCE
Minimum Due	\$0.00	

Added Date ⓘ

10/22/2024

Status ⓘ

Pre-Issue

Current Milestone ⓘ

Application Fees

Primary Site ⓘ

100 TEST ST
YORKTOWN VA 23692

Primary Applicant ⓘ

IPSPortalTestUser
Property Owner

Information ⓘ

The [My Fees](#) page displays all outstanding fees associated with an account.

[My Dashboard](#)[Submit a Customer Service Request](#)[Customer Service Instructions](#)[Building Permit Instructions](#)

Please be aware that online payments can only be processed with Visa or Mastercard credit cards.
Debit cards and other credit cards cannot be accepted.
Please call 757-890-3755 with any technical issues with the online system.
A **non-refundable** 2.3% Credit Card Surcharge will be added automatically during checkout.

My Fees

Below are your fees. Selecting a fee will add it to your cart. Deselecting a fee will remove it from your cart.

☒ Select All

Total Amount: \$346.80

Description	ID	Amount
<input checked="" type="checkbox"/> Residential Building Permit State Surcharge 100 TEST ST YORKTOWN VA 23692	ID RB2024-25598	\$6.80
<input checked="" type="checkbox"/> Residential Building Permit Fee 100 TEST ST YORKTOWN VA 23692	ID RB2024-25598	\$340.00

Total Amount: \$346.80

Payment Summary

2 Fees Selected

Total (USD) \$346.80

[Make Payment](#)

Select the fees to pay then click [Make Payment](#) to complete the payment.

Please note there is a 2.3% Credit Card Service Charge for fees paid in the portal. Payments may be paid by cash or check at the Building Safety Office

To pay all fees on an account, click the box beside [Select All](#)

After clicking [Make Payment](#), it will redirect to an external hosted payment page where an order summary will appear. Review the fees then click on [Checkout](#).

< Cancel Payment




Service Fee separately charged by Elavon and is non-refundable. If you do not want to pay this fee, click **Cancel Payment** and pay by alternative means.

Order Section	
This payment will be processed as two separate payments (for Amount and Service Fee)	
Amount	346.80 USD
Service Fee (2.3%)	7.98 USD
Total of all charges and fees	354.78 USD
Service fee is non-refundable.	

Checkout

After clicking [Checkout](#), the payment information page will appear. Enter the credit card information (VISA & MASTERCARD ONLY) and the billing information. Review the information, click the Terms and Conditions check box, and click [Submit Payment](#). Once completed, an email confirmation of the payment will be sent.

[Back to Order Section](#)



Service Fee separately charged by Elavon and is non-refundable. If you do not want to pay this fee, click [Back to Order Section](#) and then [Cancel Payment](#) on following screen and pay by alternative means.

Order Section	
Amount	346.80 USD
Service Fee (2.3%)	7.98 USD
Total of all charges and fees	354.78 USD

Payment

PAYMENT CARD

Card Number *

Expiration Date(MMY) *

CVV2 *

?

Billing Address

Company

First Name

Last name

Address1 *

Address2

City

State/Province

Postal Code *

Country

Email Address

Phone

☐ I agree to the [Terms and Conditions](#) of the charges applied

Submit Payment

Additional Information

- Plan Review fees must be paid before plans can/will be reviewed.
- Permit fees must be paid before permits will be issued. Permit fee payment does not imply permit issuance. Please wait until the permit placard has been transmitted to begin work.
- Re-inspection/Additional Inspection fees, if applied, must be paid before inspections can proceed.