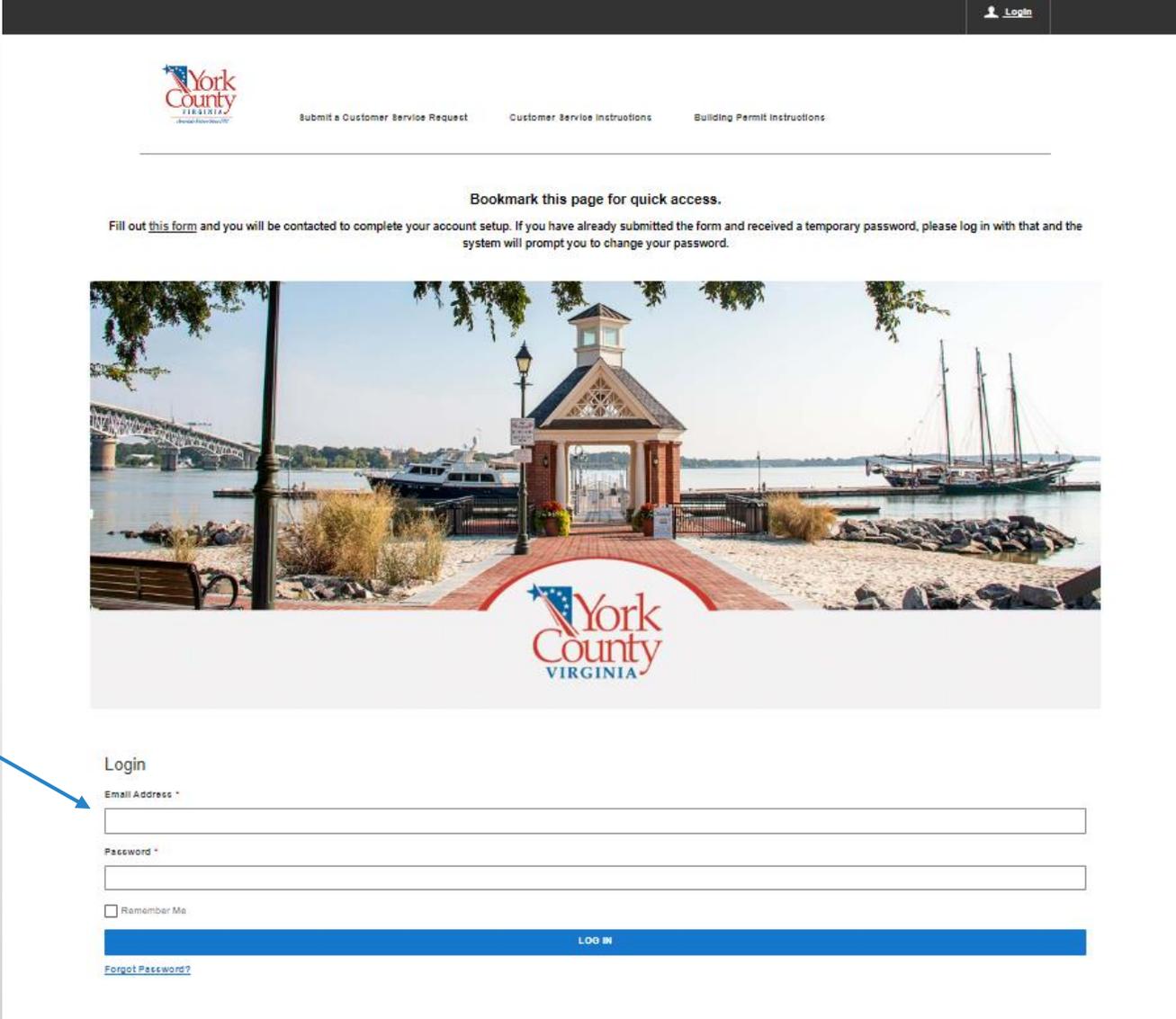


# Paying Permit Fees in the Portal

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.



The screenshot shows the York County Virginia portal login page. At the top right, there is a 'Login' link. Below the navigation bar, there are links for 'Submit a Customer Service Request', 'Customer Service Instructions', and 'Building Permit Instructions'. A message states: '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.' Below this is a banner image of a waterfront scene with a bridge and boats, featuring the York County Virginia logo. The login form includes fields for 'Email Address \*' and 'Password \*', a 'Remember Me' checkbox, a blue 'LOG IN' button, and a 'Forgot Password?' link.

York County VIRGINIA

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.

York County VIRGINIA

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** 2

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	Status	Details
Unpaid Balance \$346.80 <a href="#">Pay Balance</a> Minimum Due \$0.00	Preissue <b>1 Pending Task</b> Added Date 10/22/2024 Issued Date	Current Milestone Application Fees Processed Date 10/22/2024 Expire Date 04/22/2025 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](#)



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)	<b>\$346.80</b>	<a href="#">PAYMENT HISTORY</a>
Unpaid Balance	<b>\$346.80</b>	<a href="#">PAY BALANCE</a>
Minimum Due	<b>\$0.00</b>	

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 ⓘ

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](#)

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



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	<a href="#">ID RB2024-25598</a>	\$6.80
<input checked="" type="checkbox"/> Residential Building Permit Fee 100 TEST ST YORKTOWN VA 23692	<a href="#">ID RB2024-25598</a>	\$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)	
<b>Amount</b>	<b>346.80 USD</b>
<b>Service Fee (2.3%)</b>	<b>7.98 USD</b>
<b>Total of all charges and fees</b>	<b>354.78 USD</b>
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

Billing Address		
Company		
First Name	Last name	
Address1 *		
Address2		
City	State/Province	Postal Code *
Country		
Email Address		
Phone		

Payment	
PAYMENT CARD	
Card Number *	
Expiration Date(MMYY) *	CVV2 * ?

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.