If you have received word that your Planning Application fees are ready to be paid, this is the process.

1. Go to [https://actonline.saccounty.net/CitizenAccess/Default.aspx](https://actonline.saccounty.net/CitizenAccess/Default.aspx) and login or create an account.

2. Click the 'Search for a Tree Permit or Planning Project' link
3. If you created the application online you will see it in the list of Records. To pay fees on an application you created online, click the Pay Fees Due link.

4. If you submitted the application by email, you will need to search for the application.

   IMPORTANT! If entering an application number it must be in the same format as shown on your Invoice (PLNPxxxx-xxxxx; DRCPxxxx-xxxxx). If using an address, just use a street number and street name. You can also use a parcel number if you have it. Only use one option.

   If you have the Permit number, enter it into this field exactly. DO NOT enter information into more than one field. Fill out one field and leave the other fields empty.

When you have entered your information, click search.
5. When the application comes up, click the arrow to expand the Fees section.

If you owe fees you will see a Pay Fees link. Click it to start the process.

6. The next page provides information about the fees. Click Continue when ready.

7. Select the method of payment and click Submit Payment

You will be taken to our third party payment processing site. You may need to select your payment option again on that site.
All fields are required. When completed, click Continue. You will then see a review page, if all information is correct, click Submit Payment.

You will then see a Confirmation page. You can print a receipt if needed. Click the Return to Sacramento County On-Line Services web site to return to our site.
8. When you return to our site you should be on this page. If you click the button labeled Print/View Summary it will open up a summary report of your application in PDF format. You can print this and keep it for your record. There is also a link back to your permit details.

9. The Office of Planning and Environmental Review will receive notification when payment has been made.