

HOW TO MAKE PAYMENTS BY PERMIT LOOKUP ONLINE

Permit and Planning Project Look up

<https://permitlookup.cityoforlando.net/WebPermits/>

Type in Business Tax # and/or Certificate of Use # in the Permit Number field and click Search

The screenshot shows the 'Permit and Planning Project Lookup' interface. On the left, there is a 'Permit Number' input field with an example 'BLD2017-00434' and a 'SEARCH' button. On the right, there are search options for 'Project Name', 'Parcel Number', and 'Search by' (Permit/Parcel), along with fields for 'Street Number', 'Direction', 'Street Name', 'Street Type', and 'Post Direction'. The page is powered by Selectron.

Enter payment information and Select Pay Now at the bottom of screen

The screenshot shows the 'Fee Payment' page. It displays permit details: Permit Number: BUS-106615, Project: DP EMAIL TEST CASE 1, Address: 400 S ORANGE AVE ORLANDO FL, Description: DP EMAIL TEST CASE 1, Application Status: Open, and Fees Due: \$115.26. Below this, there are three payment method options: Credit Card, Personal Check, and Business Check. The Credit Card option is selected, and fields for Name on Card, Card Number, Expiration Date (MM/YY), Security Code, and Zip Code are provided. A 'Total Balance: \$115.26' is shown, along with a disclaimer and a 'PAY NOW' button. The page is powered by Selectron.

Payment Confirmation - You may print or email the receipt

The screenshot shows the 'Payment Result' page. It displays permit details: Permit Number: BUS-1057282, Project: DP TEST CASE 06/09, Address: 400 S ORANGE AVE ORLANDO FL, Description: DP TEST CASE 06/09, Application Status: Open. A green banner says 'Thank you for your payment. Please save or print this page for your records.' Below this, the payment details are listed: Date: 07/31/20 03:07 PM, Amount: \$1,948.83, Cardholder Name: Winter Rain, Card Number: 4 * 1111, Transaction Number: 007717-04, and Authorization Code: ORB197. At the bottom, there are 'PRINT' and 'EMAIL RECEIPT' buttons. The page is powered by Selectron.

Repeat Process to pay for other Business Tax Receipts (BUS#) or Certificate of Use Receipts (COU#)

How to Make Payment on Digital Portal

Please follow the steps below to make payment Digital City Hall portal:

digital.cityoforlando.net/

Sign In or Use Sign in Anonymously option

The screenshot shows the top navigation bar with the City of Orlando logo and the text "CITY OF ORLANDO DIGITAL CITY HALL". Below the navigation bar is a green banner with the text "Welcome to Digital City Hall". To the right of the banner is a "Sign In" section with a "User Name:" field, a "Password:" field, a "Remember me on this computer" checkbox, and a "Sign In" button. Below the "Sign In" button is an "Or" section with a "Sign in Anonymously" button. Below the "Sign in Anonymously" button is a "Forgot my password" link. Below the "Forgot my password" link is a "First time here?" section with a "Register for an online account" button. At the bottom of the page is a "Contact Us" link and a copyright notice: "© Copyright 2020. Infor. All rights reserved."

If you select Sign in Anonymously (you will need your Bus/COU#)

1. Select BUS Number under "Lookup Business Tax Receipts"

The screenshot shows the top navigation bar with the City of Orlando logo and the text "CITY OF ORLANDO DIGITAL CITY HALL". Below the navigation bar is a green banner with a shopping cart icon, the text "0 items in My Cart \$0.00", and a "Check Out" button. To the right of the banner is a "Sign In" button. Below the banner is a "City Of Orlando" section with a "Portal Home" link. Below the "Portal Home" link is a "Lookup Business Tax Receipt" section with a "BUS Number" link. Below the "Lookup Business Tax Receipt" section is a "Lookup Plot Applications" section with "PLOT Number", "Applicant", and "Address" links. Below the "Lookup Plot Applications" section is a "Lookup PLOT Permits" section with "PLOT Number", "Applicant", and "Address" links. At the bottom of the page is a "Contact Us" link and a copyright notice: "© Copyright 2020. Infor. All rights reserved."

2. Type in BUS/COU Number in the box next to Application # and click Search button

3. Click on Fees under “Actions”

4. Add unpaid fees to cart click on "Add all to Cart" at the bottom of the page next to Check Out

0 items in My Cart \$0.00 [Check Out](#) [Sign In](#)

[City Of Orlando](#) [Portal Home](#)

Lookup Business Tax Receipt

- [BUS Number](#)
- [Applicant](#)
- [Address](#)

Lookup Plot Applications

- [PLOT Number](#)
- [Applicant](#)
- [Address](#)

Application Lookup

Here you may choose to search for application by application number, applicant, address, or parcel. From the search result, you can view application details.

Summary **Fees - 42** Reviews

Description	Total	UnPaid	Status	Paid Date	Actions
Late Declaration Penalty	\$27.56	\$27.56	Unpaid		Add to Cart
Business Tax Receipt	\$110.26	\$110.26	Unpaid		Add to Cart
Administration Fee	\$5.00	\$5.00	Unpaid		Add to Cart
Prior Year Penalty	\$98.43	\$0.00	Paid	8/9/2004	
Prior Year License Tax	\$423.75	\$0.00	Paid	8/9/2004	
Operating w/o License Penalty	\$32.81	\$0.00	Paid	8/9/2004	
Late Payment Penalty-OCT	\$11.03	\$0.00	Paid	12/10/2014	
Late Payment Penalty-NOV	\$5.51	\$0.00	Paid	12/10/2014	
Late Payment Penalty-DEC	\$5.51	\$0.00	Paid	12/10/2014	
Late Declaration Penalty	\$27.57	\$0.00	Paid	9/26/2006	

1 2 3 4 5

[Add all to Cart](#) [Check Out](#)

[Back to Search Results](#)

3 items in My Cart \$142.82 [Check Out](#) [Sign In](#)

[City Of Orlando](#) [Portal Home](#)

Lookup Business Tax Receipt

- [BUS Number](#)
- [Applicant](#)
- [Address](#)

Lookup Plot Applications

- [PLOT Number](#)
- [Applicant](#)
- [Address](#)

Application Lookup

Here you may choose to search for application by application number, applicant, address, or parcel. From the search result, you can view application details.

Summary **Fees - 42** Reviews


Description	Total	UnPaid	Status	Paid Date	Actions
Late Declaration Penalty	\$27.56	\$27.56	Unpaid		In the Cart
Business Tax Receipt	\$110.26	\$110.26	Unpaid		In the Cart
Administration Fee	\$5.00	\$5.00	Unpaid		In the Cart
Prior Year Penalty	\$98.43	\$0.00	Paid	8/9/2004	
Prior Year License Tax	\$423.75	\$0.00	Paid	8/9/2004	
Operating w/o License Penalty	\$32.81	\$0.00	Paid	8/9/2004	
Late Payment Penalty-OCT	\$11.03	\$0.00	Paid	12/10/2014	
Late Payment Penalty-NOV	\$5.51	\$0.00	Paid	12/10/2014	
Late Payment Penalty-DEC	\$5.51	\$0.00	Paid	12/10/2014	
Late Declaration Penalty	\$27.57	\$0.00	Paid	9/26/2006	

1 2 3 4 5

[Add all to Cart](#) [Check Out](#)

[Back to Search Results](#)

5.If you have a Certificate of Use (COU number) please refer to page 1of the invoice for your (COU number) and follow steps 2 thru 3 above.


CITY OF ORLANDO
DIGITAL CITY HALL

3 items in [My Cart](#) \$142.82
[Check Out](#)
[Sign In](#)

[City Of Orlando](#)

[Portal Home](#)

Lookup Business Tax Receipt

- [BUS Number](#)
- [Applicant](#)
- [Address](#)

Lookup Plot Applications

- [PLOT Number](#)
- [Applicant](#)
- [Address](#)

Application Lookup

Here you may choose to search for application by application number, applicant, address, or parcel. From the search result, you can view application details.

Application # Search
Applicant Search
Address Search


To search for an application:

- Enter the Application Number including the prefix (e.g BUS-12345, MPL2017-12345).
- Click "Search".

Application #:*

Search

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CITY OF ORLANDO
DIGITAL CITY HALL

3 items in [My Cart](#) \$142.82
[Check Out](#)
[Sign In](#)

[City Of Orlando](#)

[Portal Home](#)

Lookup Business Tax Receipt

- [BUS Number](#)
- [Applicant](#)
- [Address](#)

Lookup Plot Applications

- [PLOT Number](#)
- [Applicant](#)
- [Address](#)

Application Lookup

Here you may choose to search for application by application number, applicant, address, or parcel. From the search result, you can view application details.

Application # Search
Applicant Search
Address Search
Lookup Result

Application #	Type	Location	Actions
COU-1019349	Certificate of Use	2111 E MICHIGAN ST ORLANDO FL	Summary Fees

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6. Add unpaid fees to cart click on "Add to Cart"

CITY OF ORLANDO
DIGITAL CITY HALL

🛒 3 items in [My Cart](#) \$142.82 [Check Out](#) [Sign In](#)

[City Of Orlando](#)
[Portal Home](#)
Lookup Business Tax Receipt
 [BUS Number](#)
 [Applicant](#)
 [Address](#)
Lookup Plot Applications
 [PLOT Number](#)
 [Applicant](#)
 [Address](#)

Application Lookup
Here you may choose to search for application by application number, applicant, address, or parcel.
From the search result, you can view application details.

Summary Fee Reviews

Description	Total	UnPaid	Status	Paid Date	Actions
Certificate of Use Admin Fee	\$15.00	\$15.00	Unpaid		Add to Cart

[Back to Search Results](#)

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7. Once all items have been added to the cart, click "Check Out"

CITY OF ORLANDO
DIGITAL CITY HALL

🛒 4 items in [My Cart](#) \$157.82 [Check Out](#) [Sign In](#)

[City Of Orlando](#)
[Portal Home](#)
Lookup Business Tax Receipt
 [BUS Number](#)
 [Applicant](#)
 [Address](#)
Lookup Plot Applications
 [PLOT Number](#)
 [Applicant](#)
 [Address](#)

Application Lookup
Here you may choose to search for application by application number, applicant, address, or parcel.
From the search result, you can view application details.

Summary Fee Reviews

Description	Total	UnPaid	Status	Paid Date	Actions
Certificate of Use Admin Fee	\$15.00	\$15.00	Unpaid		In the Cart

[Back to Search Results](#)

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8. Click Confirm

CITY OF ORLANDO
DIGITAL CITY HALL

4 items in My Cart \$157.82 Check Out Sign In

[City Of Orlando](#)
[Portal Home](#)
Lookup Business Tax Receipt
 [BUS Number](#)
 [Applicant](#)
 [Address](#)
Lookup Plot Applications
 [PLOT Number](#)
 [Applicant](#)
 [Address](#)

Pay Fees

- Review the selected application(s) to be paid and the amount due.
- Click on "Confirm" to proceed with payment.
- Otherwise, click "Cancel" to exit.

My Cart		Amount
	Item Description	
<input type="checkbox"/>	BUS-0000275 - Business Tax Receipt 2111 E MICHIGAN ST ORLANDO FL Late Declaration Penalty	\$27.56
<input type="checkbox"/>	BUS-0000275 - Business Tax Receipt 2111 E MICHIGAN ST ORLANDO FL Business Tax Receipt	\$110.26
<input type="checkbox"/>	BUS-0000275 - Business Tax Receipt 2111 E MICHIGAN ST ORLANDO FL Administration Fee	\$5.00
<input type="checkbox"/>	COU-1019349 - Certificate of Use 2111 E MICHIGAN ST ORLANDO FL Certificate of Use Admin Fee	\$15.00
Remove Selected Fees		Subtotal: \$157.82

[Cancel](#) [Confirm](#)

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9. Click "blue pay now button"

CITY OF ORLANDO
DIGITAL CITY HALL

4 items in My Cart Check Out Sign In

[City Of Orlando](#) Total Amount: \$157.82
[Portal Home](#)
My Account
 [Modify Account](#)
 [Notifications](#)
Pay Fees
 [Business Tax Receipt Fees](#)
 [My Use Fees](#)

Payments on Dynamic Portal are handled by Forte. Click the "Pay Now" button below to continue the process.



[Pay Now](#)

Payments through Digital City Hall are processed by Forte.





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10. Add payment information

City of Orlando, FL

Payment Method  

XXXX XXXX XXXX XXXX MM YYYY CVV

Billing Information United States of America ▼

Company name

First and last name

Address Line 1

Address Line 2




City --State-- ▼

Postal code * Phone number

Email address


* required

Next

© 2020 CSG Forte Payments, Inc.  Security  Privacy  TOS

11. Authorize payment




Payment Information Edit

 Test Customer
Visa Credit Card - 1111
Exp. 12/2021

Amount Summary

Amount: \$157.82

Authorize

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12.A payment confirmation screen will display

The screenshot shows the City of Orlando Digital City Hall website. At the top left is the City of Orlando logo with the text "CITY OF ORLANDO DIGITAL CITY HALL". To the right of the logo is a shopping cart icon with "0 items in My Cart \$0.00", and buttons for "Check Out" and "Sign In".

On the left side, there is a navigation menu with the following items:

- [City Of Orlando](#)
- [Portal Home](#)
- Lookup Business Tax Receipt**
 - [BUS Number](#)
 - [Applicant](#)
 - [Address](#)
- Lookup Plot Applications**
 - [PLOT Number](#)
 - [Applicant](#)
 - [Address](#)

The main content area is titled "Payment Confirmation" and contains the following text:

You paid for the following City of Orlando application(s):

- BUS-0000275 - Late Declaration Penalty
- BUS-0000275 - Business Tax Receipt
- BUS-0000275 - Administration Fee
- COU-1019349 - Certificate of Use Admin Fee

Payment Transaction Number:	22804
Authorization #:	5DC429
Your credit card has been charged:	\$157.82

Please keep this information as verification of payment.
Important: If you do not receive a confirmation email within a few minutes, your payment may not have been applied successfully. If this occurs, please visit cityoforlando.net/digitalcityhall for contact information.

Printer-friendly version

At the bottom of the page, there is a "Contact Us" link on the left and a copyright notice "© Copyright 2020. Infor. All rights reserved." on the right.

Your payment has been submitted to the City of Orlando.

Your Business Tax Receipt and Certificate of Use will be mailed to you.