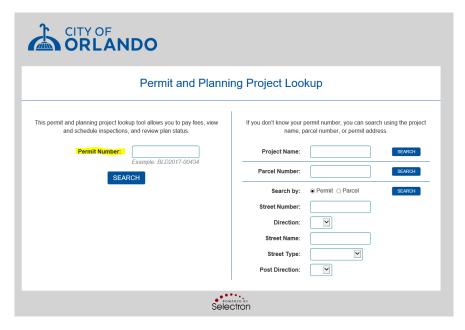
### HOW TO MAKE PAYMENTS BY PERMIT LOOKUP ONLINE

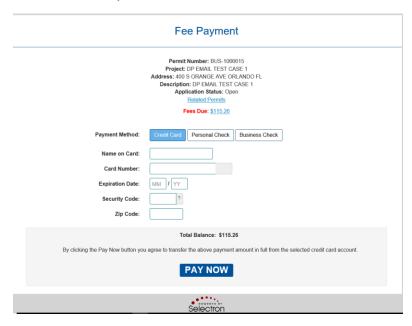
# Permit and Planning Project Look up

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

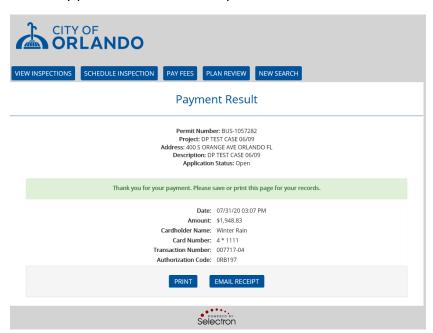
Type in Business Tax # and/or Certificate of Use # in the Permit Number field and click Search



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



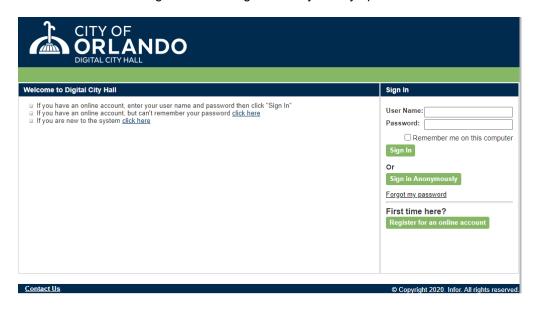
Payment Confirmation - You may print or email the receipt



## **How to Make Payment on Digital Portal**

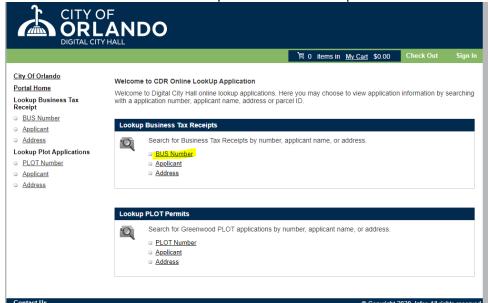
Please follow the steps below to make payment Digital City Hall portal: <a href="mailto:digital.cityoforlando.net/">digital.cityoforlando.net/</a>

Sign In or Use Sign in Anonymously option

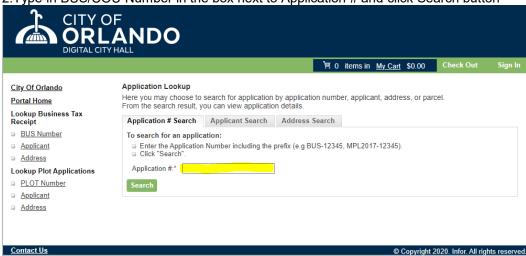


# If you select Sign in Anonymously (you will need your Bus/COU#)

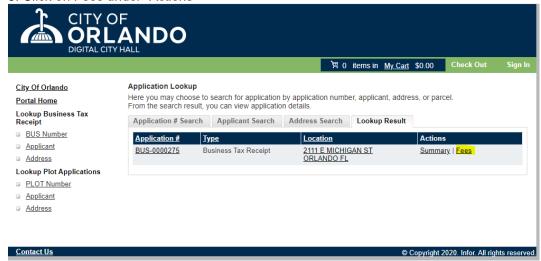
1. Select BUS Number under "Lookup Business Tax Receipts"



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



3. Click on Fees under "Actions"



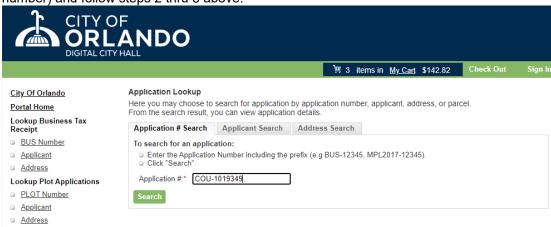
4.Add unpaid fees to cart click on "Add all to Cart" at the bottom of the page next to Check Out CITY OF ORLANDO DIGITAL CITY HALL ™ 0 items in My Cart \$0.00 City Of Orlando Application Lookup Here you may choose to search for application by application number, applicant, address, or parcel. From the search result, you can view application details. Portal Home Lookup Business Tax Summary Fees - 42 Reviews BUS Number Paid Date <u>Description</u> Applicant Late Declaration Penalty \$27.56 \$27.56 Unpaid Add to Cart Address Unpaid Business Tax Receipt \$110.26 \$110.26 Add to Cart Lookup Plot Applications Administration Fee \$5.00 \$5.00 Unpaid Add to Cart PLOT Number Prior Year Penalty \$98.43 \$0.00 Paid 8/9/2004 Applicant Prior Year License Tax \$423.75 \$0.00 Paid 8/9/2004 Address 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 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 © Copyright 2020. Infor. All rights reserv RLANDO 票 3 items in My Cart \$142.82 City Of Orlando 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. Portal Home Lookup Business Tax Receipt Summary Fees - 42 Reviews BUS Number **Description UnPaid** Status Applicant Late Declaration Penalty \$27.56 \$27.56 Unpaid Address **Business Tax Receipt** \$110.26 \$110.26 Unpaid In the Cart **Lookup Plot Applications** Administration Fee \$5.00 \$5.00 Unpaid PLOT Number Prior Year Penalty \$98.43 \$0.00 8/9/2004 Paid Applicant Prior Year License Tax \$423.75 \$0.00 8/9/2004 Paid Address Operating w/o License Penalty \$32.81 \$0.00 8/9/2004 Late Payment Penalty-OCT \$11.03 \$0.00 Paid 12/10/2014

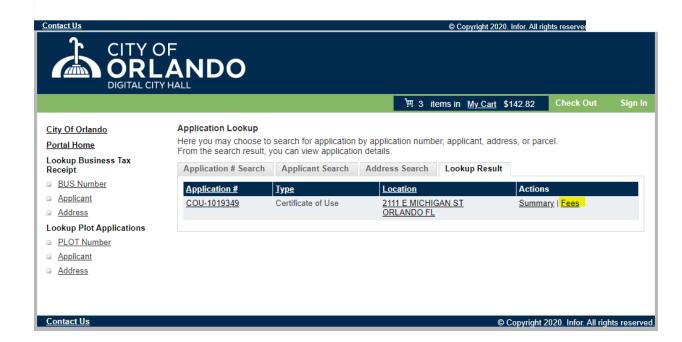
Late Payment Penalty-NOV \$5.51 \$0.00 Paid 12/10/2014 Late Payment Penalty-DEC \$5.51 \$0.00 Paid 12/10/2014 Late Declaration Penalty \$27.57 \$0.00 Paid 9/26/2006 Back to Search Results

Contact Us

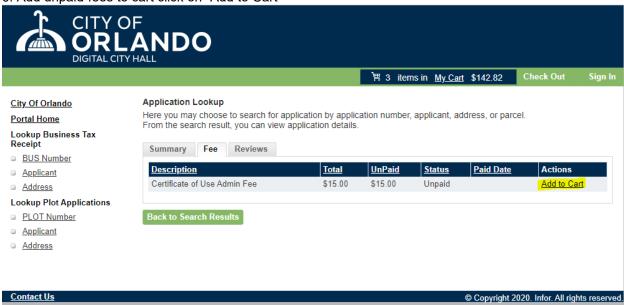
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5.If you have a Certificate of Use (COU number) please refer to page 1of the invoice for your (COU number) and follow steps 2 thru 3 above.

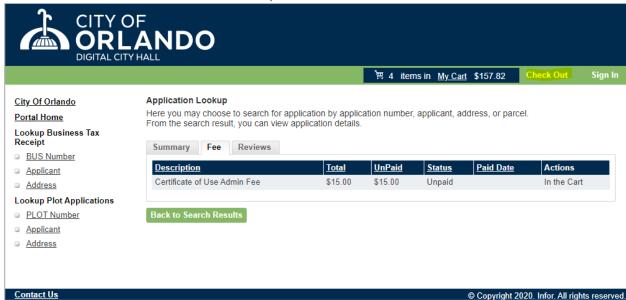




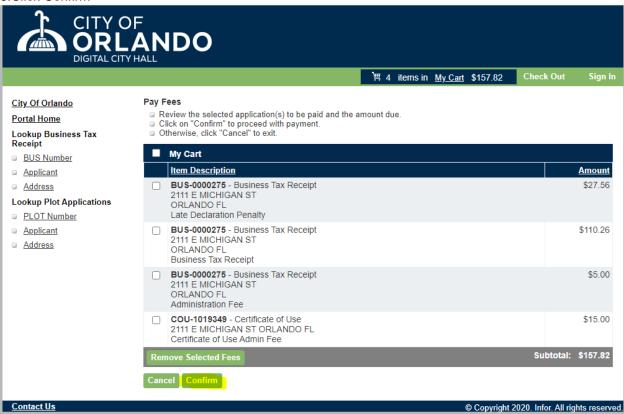
6. Add unpaid fees to cart click on "Add to Cart"



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



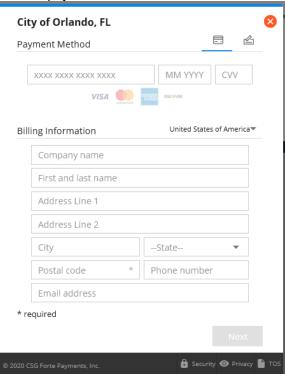
#### 8.Click Confirm



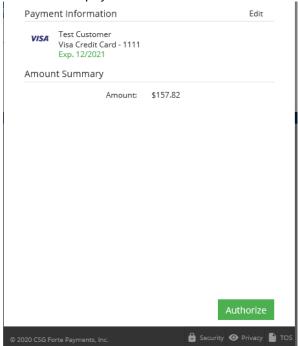
#### 9.Click "blue pay now button"



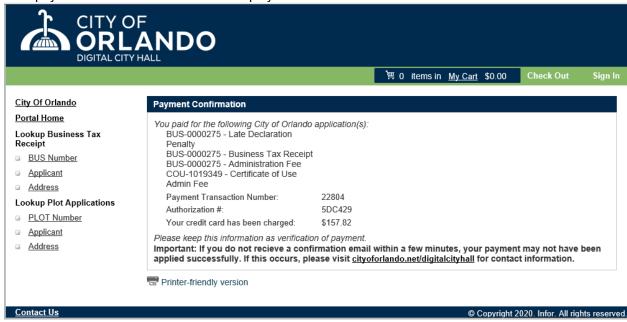
# 10. Add payment information



## 11. Authorize payment



#### 12.A payment confirmation screen will display



Your payment has been submitted to the City of Orlando.

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