



## How to Guide for Submitting an Online Payment for a Building Permit Renewal Fee

### Paying the Required Building Permit Renewal Fees

To pay online follow these steps:

To make a customer one-time payment, please use the following link:

<https://ipn.paymentus.com/rotp/TLTI>

**Payment Type:** Please choose Building.

**Application Number:** Please enter your permit number as noted on the Building Permit Placard.

**Email and Re-Enter Email:** Please enter the email address where you would like your receipt to be sent to.

Click Continue.

**Contact Information:** Enter your First and Last Name and your Phone Number.

**Amount to be Paid:** Enter \$155 which is the amount required to be paid.

**Payment Method:** Please choose debit card or credit card and enter the applicable information.

Click Continue.

### Confirm Payment

Please review the summary. It will include the Payment Amount and a convenience Fee.

Review the Payment Authorization Terms and Privacy Notice.

Click the box that states that I authorize and agree per Payment Authorization Terms.

Click Pay. The total amount to be paid will also appear on this button.