



# Payment Instructions

## PAY FEES DUE

1. Go to the Virtual Permit Center at <https://aca-prod.accela.com/CONCORD>

2. Login

Login

Username or E-mail:

Password:

Remember me on this computer

I've forgotten my password  
[New Users: Register for an Account](#)

3. Select "My Records"

Home Building Planning Engineering Service Request

Dashboard **My Records** My Account Advanced Search ▾

4. Select "Pay Fees Due"

Home Building Planning Engineering Service Request

Dashboard **My Records** My Account Advanced Search ▾

Building

Showing 1-10 of 60 | [Add to collection](#)

<input type="checkbox"/>	Date Submitted	Record #	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	07/30/2020	B200776	Building	test	1950 PARKSIDE DR, CONCORD CA 94519	Applied	
<input type="checkbox"/>	07/30/2020	BR20053	Revision	Reduce addition from 400sqft to 325sqft. and convert 2nd bedroom into bathroom.	1950 PARKSIDE DR, CONCORD CA 94519	Applied	<a href="#">Pay Fees Due</a>

5. This screen summarizes the fees due. Review and select "Continue Application".

**Step 5: Pay Fees**

Listed below are preliminary fees based upon the information you've entered.

**Application Fees**

Fees	Qty.	Amount
Technology Fee (BL)	1	\$3.50
Processing Fee per Hour (BL)	0.5	\$50.00

TOTAL FEES: \$53.50  
Note: This does not include additional inspection fees which may be assessed later.

**Continue Application »**

6. Enter all the required fields for the credit card information and select "Submit Payment".

**Credit Card Information:**

\* Card Type: --Select--   \* Card Number:   \* Security Code: ?

\* Name on Card:   \* Exp. Date: 01 2020

**Credit Card Holder Information:**

Auto-fill with Ryan Pursley

Country: United States

\* Billing Address:

\* City:   \* State: --Select--   \* Zip:

\* Phone:

E-mail:


**Submit Payment »**

The next screen will show confirmation that payment was made.

Home **Building** Planning Engineering Service Request

Create an Application Search Applications

**Record Issuance**

 You have paid a fee associated to this Record.  
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.  
**Your Record Number is BR20053.**