



This guide will help you navigate through the process of paying invoice fees using the Wake County Permit Portal. You will be required to sign into your Wake County Permit Portal account to pay invoice fees.

When invoice fees are due, you will receive an automated email from the Wake County Permit Portal informing you that invoice fees are ready to be paid. The Wake County Permit Portal has a maximum \$3,000 limit on fees paid through the Permit Portal. If the invoice fee is above \$3,000, you can pay in person at Wake County Office Building 336 Fayetteville St. Suite 101 Raleigh, NC 27601.

Tip:
You can pay for multiple invoice fees, from different permits, by adding them to your **SHOPPING CART**. Once you have added all the invoice fees you would like to pay, you can select **"CHECK OUT"** to pay for your invoices.

Automated Email from the Wake County Permit Portal

The screenshot shows an email client interface. At the top, there's a toolbar with icons for back, forward, delete, and other actions. The email title is "Fees Assessed for Application 030453-2018" with an "Inbox x" tag. The sender is "noreply@wakegov.com" and the recipient is "to kviolandi, me, david". The email content reads: "Your recent Wake County application is in process. For Wake staff to proceed, please access the [Permit Portal](#), login, and pay the required fees for application number 030453-2018. Sincerely, Wake County (www.wakegov.com/permitportal)". A red callout box with a white background and red border points to the "Permit Portal" link, containing the text: "To pay the fee, click on the 'PERMIT PORTAL' link to be forwarded to the website." At the bottom of the email, there are buttons for "Reply", "Reply all", and "Forward".



PERMIT PORTAL

Apply for and view permits and planning documents

Good Evening, **Guest**

- Log In
- Register

Home Map Report Search

Please use the link in the top right corner to log in or register to update permit or plan information.

Welcome

Welcome to Self Service!



Search Permits

This tool can be used to search for existing permits.



Search Plans

This tool can be used to search for existing plans.



Search Inspections

This tool can be used to search for inspections associated with permits.

Not a Member? Register.

Create a new account now - click Sign Up to get started.

Sign Up

Today's Inspections

View the jurisdictions' scheduled inspections by date.

View

Log In

Log in with an existing account.

Log In

ACCESS YOUR PERMIT PORTAL ACCOUNT BY SELECTING "LOG IN" FROM EITHER OF THESE LOCATIONS

ENTER YOUR EMAIL ADDRESS AND PASSWORD, THEN SELECT "LOG IN"

Log In

* Email Address

Email address is required

* Password

Remember Me

Log In

[Forgot your password?](#)

[Switch jurisdiction?](#)

THIS LINK WILL NOT CHANGE YOUR JURISDICTION. THE PERMIT PORTAL WILL AUTOMATICALLY ASSIGN THE PERMIT TO THE CORRECT JURISDICTION THAT WAKE COUNTY SERVICES.



PERMIT PORTAL

Apply for and view permits and planning documents

Good Afternoon, Mike McLamb

From your Permit Portal Dashboard, select "VIEW"

- Dashboard
- Apply ▾
- View ▾**
- Map
- Report
- Search 🔍

Welcome to Wake County's Permit Portal! Questions? Use the "Site Help?" link at the bottom of this page.

My Permits



[View My Permits](#)



PERMIT PORTAL

Apply for and view permits and planning documents

Good Afternoon, Mike McLamb

- Dashboard
- Apply ▾
- View ▾**
- Map
- Report
- Search 🔍

INVOICES

PERMITS

PLANS

INSPECTIONS

REQUESTS

> **MY INVOICES**

> My Permits

> My Plans

> My Existing Inspections

> My Requests

> Request Inspections

> Today's Inspections

After you select VIEW, a new drop down menu screen will open. Now select "MY INVOICES"

[View My Permits](#)

My Invoices

Unpaid

Paid

View

My Invoices screen will open. This is where you can access all of your invoices.

Search for invoice number, case number, or address



Exact Match

Display All Invoices

Export

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00009680	\$60.00	Due	034545-2018	1220 ELK FALLS DR WENDELL, NC 27591	<input type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Add To Cart

My Invoices

Unpaid

Select "UNPAID" to see all of your unpaid invoices in the list below.

Search for invoice number, case number, or address



Exact Match

Display All Invoices

Export

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00009680	\$60.00	Due	034545-2018	1220 ELK FALLS DR WENDELL, NC 27591	<input type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Add To Cart

My Invoices

Unpaid Paid Voiced

If you select the drop down menu in "DISPLAY", you can also limit the display of the list below to see only certain invoices e.g. inspection fees or permit fees.

Display

- All Invoices
- Inspection Invoices
- Permit Invoices
- Plan Invoices
- Business License Invoices
- Professional License Invoices
- Overdue
- Due In 7 Days

Export

Search for invoice number, case number, or address



Exact Match

Sort

Amount Due

Invoice	Status	Case Number	Address	Select All
INV-0009680	Due	034545-2018	1220 ELK FALLS DR WENDELL, NC 27591	<input type="checkbox"/>

Results per page 10 1 - 1 of 1

Add To Cart

My Invoices

Unpaid Paid

You can also search for invoices by invoice number, case number or address.

Search for invoice number, case number, or address



Exact Match

Display

All Invoices

Export

Amount Due

Invoice Number	Amount Due	Status	Case Number	Select All
INV-0009680	\$60.00	Due	034545-2018	<input type="checkbox"/>

Enter the search criteria and select the blue "MAGNIFYING GLASS" button.

Results per page 10 1 - 1 of 1

Add To Cart

My Invoices

Unpaid

Paid

Voided

To view the details of the invoice, select the "INVOICE NUMBER"

Search for invoice number, case number, or address



Exact Match

Display All Invoices

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00009680	\$60.00	Due	034545-2018	1220 ELK FALLS DR WENDELL, NC 27591	<input type="checkbox"/>

Results per page 10 1 - 1 of 1

Add To Cart

Back

Invoice Number: INV-00009680



Invoice Status: Due

Invoice Total: \$60.00

Invoice Due Date: 12/07/2018

In the invoice detail screen you will see the Fee Name, the Amount Due and the Type of Fee.

Primary Fees

Misc Fees

Payments

Alerts

Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Reinspection Fee	\$60.00	\$60.00	034545-2018	Inspection	Electrical Rough

Results per page 10 1 - 1 of 1

Add To Cart

Back

Invoice Number: INV-00009680



Invoice Status: Due

Invoice Date: 11/07/2018

Invoice Due Date: 12/07/2018

Invoice Total: \$60.00

Invoice Description: NONE

Primary Fees

Misc Fees

Payments

Attachments

Contacts

To pay this Re-inspection Fee Invoice select "ADD TO CART"

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case	Category
Reinspection Fee	\$60.00	\$60.00	03	Rough

Results per page 10 1 - 1 of 1 << < 1 > >>

Add To Cart

My Invoices

Unpaid

Paid

Voided

You can also pay this invoice by returning to the "MY INVOICES" screen and add a check mark in the box beside the invoice. Then select "ADD TO CART"

Search for invoice number, case number, or address

Exact Match

Display

All Invoices

Sort

Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00009680	\$60.00	Due	034545-2018	1220 ELK FALLS DR WENDELL, NC 27591	<input checked="" type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

You can add multiple invoice fees to your cart from different permits by adding check marks beside each fee and selecting "ADD TO CART".

Add To Cart

Back

Shopping Cart

After selecting "ADD TO CART" your Shopping Cart screen will open and the invoice you selected to pay will be listed. If you are ready to pay for your invoice fee select "CHECK OUT"

Invoice: INV-00009680
Due Date: 12/07/2018

Billing Contact: McLamb, Mike

Total \$60.00

Check Out

Case Number	Project	Case Address	Amount Due
034545-2018		1220 ELK FALLS DR WENDELL NC 27591	\$60.00

\$60.00

Remove

Top | Main Menu

You can add multiple invoice fees to your cart from different permits by adding them to your SHOPPING CART. Once you have added all the invoice fees you would like to pay, you can select "CHECK OUT" to pay for your invoices.

Total \$60.00

Check Out

Wednesday, November 7, 2018

The MYGOVPAY app will open. You will see the invoice number and payment amount.

Order Summary

Agency Name: Wake County Finance
Order Number: 8436

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00009680	NONE	1	\$60.00	\$60.00

Complete the required information below and when you are finished and ready to submit the payment select the "PROCESS PAYMENT" button.

Item Total:	\$60.00
Service Fee:	\$0.00
Tax:	\$0.00
Order Total:	\$60.00

Payment Details

Pay via credit or debit card

Cardholder Name: *

Billing Street: *

Billing Zipcode: *

Card Type: *

Card Number: *

Expiration Date: *

CVV Code: