OFFICE OF BUILDINGS

Paying Fees Online in ACA

Payments can be made for all Accela records using the following process.

1 Visit aca-prod.accela.com/ATLANTA_GA/Default.aspx?culture=en-US in the web address field of your browser. Google Chrome works best.

2 Hover your cursor over **I WANT TO** located under the Department of City Planning at the top of the page. From the list select Search Submitted Applications and Permits.

3 Locate the permit you would like to pay fees on by completing a search on the **General Search** section using your Accela record number.

4 After locating the permit you would like to pay fees for, click on the **Payments** column.

5 Click on Fees which is located under the Payments column.

6 The Fees screen will appear. Click on **Pay Fees**.

7 A screen will now appear listing fees for your permit.

8 Click on **Continue Application**.

9 The **Payment Options** screen will now appear. American Express, Discover, Master- Card, and Visa are the accepted methods of payment.

10 Fill in all required information.

11 Click on **Submit Payment**.

Department of
CITY PLANNING