How to Make Payment online (Public Works Permits)

1. Go to https://www.huntingtonbeachca.gov/

2. Hover your cursor over to I Want to at the top navigation bar, then select Pay for to access Payment page (if using phone browser, select the Menu-Icon at the top left corner of web page, select I Want to, then select Pay for to access Payment page)

3. Scroll down to Other Accounts Receivables Invoices and select Pay by Credit Card or Pay by eCheck. **PLEASE NOTE:** The max fee to pay by credit card is $5,000 and you may not pay OCSD fees by credit card in any amount.

4. Enter the amount provided in the box corresponding to Payment Amount and select Continue.

5. Review the Terms and Conditions and select Accept to proceed with payment.

6. Select Public Works Fees under Payment Type drop down box and select Continue.
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7. On the Payer Information page, fill in all required fields with (*). Under “If you noted ‘other,’ please note the type of Accounts Receivable payment you are making below” Please fill in information as follow: (this is to ensure that your payment will be routed to the correct account for Public Works permits)

   Customer Account Number: 99999
   Invoice Number: Enter your project ID as provided by the Public Works Department
   Other: Enter full property address of job

8. Once you have completed all required fields for Payer Information, Payment Option, and Payment Information, select Continue to complete payment.