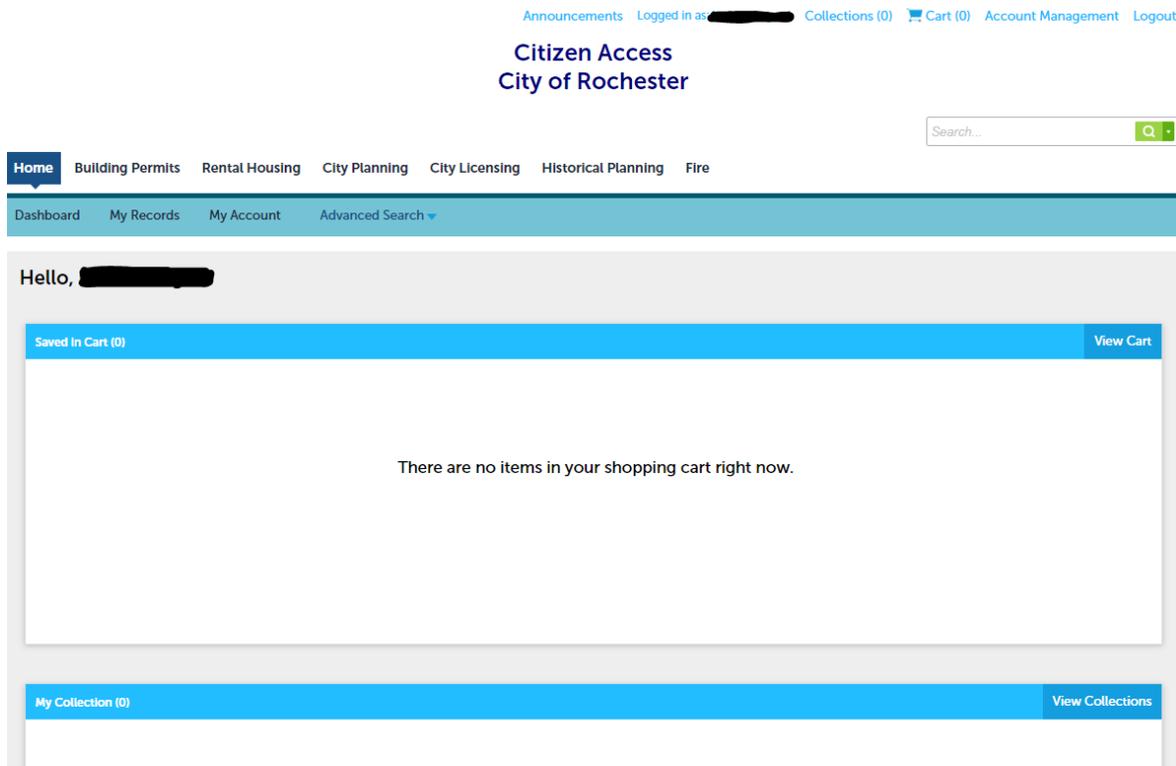


Guide to Paying for Permits Online

First – go to the web address: <https://aca.rochestermn.gov/citizenaccess/>

- You must have a Citizen Access account to pay for permits. For additional resources regarding creating an account, electronic submittal requirements for building permits, or other relevant permit information, go to: <https://www.rochestermn.gov/government/departments/building-safety/applications-forms-and-guides>

1. Login to your public user account. On your home page you will see the list of permits you may be working on, any collections you have created, and you will have access to the different modules at the top.



The screenshot shows the Citizen Access City of Rochester website dashboard. At the top, there are navigation links for Announcements, Logged in as [redacted], Collections (0), Cart (0), Account Management, and Logout. The main header includes the title "Citizen Access City of Rochester" and a search bar. Below the header is a navigation menu with links for Home, Building Permits, Rental Housing, City Planning, City Licensing, Historical Planning, and Fire. A secondary navigation bar contains Dashboard, My Records, My Account, and Advanced Search. The main content area displays a personalized greeting "Hello, [redacted]" and a section for "Saved in Cart (0)" with a "View Cart" button. Below this, a message states "There are no items in your shopping cart right now." At the bottom, there is a section for "My Collection (0)" with a "View Collections" button.

2. Click on Building Permits. The Building Permits page will list any permits that your account or license is associated with in Citizen Access.

Home **Building Permits** Rental Housing City Planning City Licensing County Planning Fire Permits

Create an Application Search Applications/Permits Schedule an Inspection

Permits

Showing 81-90 of 100+ | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Permit Number	Permit Type	Status	Address	Short Notes
<input type="checkbox"/>	07/13/2021	R21-0167RM	Residential Mechanical (Fireplace)	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/13/2021	R21-0168RM	Residential Mechanical (Gas Piping)	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/13/2021	R21-0169RM	Residential Mechanical (HVAC)	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/12/2021	R21-0044CB	Commercial Building (New Building)	Issued	1417 NE 3 ST, ROCHESTER MN 55906	
<input type="checkbox"/>	07/12/2021	R21-0139RE	Residential Electrical	Issued	1417 NE 3 ST, ROCHESTER MN 55906	
<input type="checkbox"/>	07/09/2021	R21-0041CB	Commercial Building (Addition)	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904	
<input type="checkbox"/>	07/08/2021	R21-0039CB	Commercial Building (Addition)	Ready to Issue	2486 SE DALLMAN LN, ROCHESTER MN 55904	
<input type="checkbox"/>	07/08/2021	R21-0040CB	Commercial Building (Addition)	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904	
<input type="checkbox"/>	07/07/2021	R21-0028RB	Residential Building (Alteration)	Ready to Issue	2486 SE DALLMAN LN, ROCHESTER MN 55904	
<input type="checkbox"/>	07/07/2021	R21-0023MFB	Multi-Family Building (New)	Ready to Issue	2486 SE DALLMAN LN, ROCHESTER MN 55904	

< Prev 1 2 3 4 5 6 7 8 **9** 10 ... Next >

3. Review the permit list for the permit(s) on which you are making payment.
 - a. If the permit(s) you are paying for is listed, click the check box(es) for each permit and then click Add to cart.

Home **Building Permits** Rental Housing City Planning City Licensing County Planning Fire Permits

Create an Application Search Applications/Permits Schedule an Inspection

Permits

Showing 81-90 of 100+ | Download results | Add to collection | **Add to cart**

<input type="checkbox"/>	Date	Permit Number	Permit Type	Status	Address	Short Notes
<input type="checkbox"/>	07/13/2021	R21-0167RM	Residential Mechanical (Fireplace)	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/13/2021	R21-0168RM	Residential Mechanical (Gas Piping)	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
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<input type="checkbox"/>	07/09/2021	R21-0041CB	Commercial Building (Addition)	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904	
<input checked="" type="checkbox"/>	07/08/2021	R21-0039CB	Commercial Building (Addition)	Ready to Issue	2486 SE DALLMAN LN, ROCHESTER MN 55904	
<input type="checkbox"/>	07/08/2021	R21-0040CB	Commercial Building (Addition)	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904	
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< Prev 1 2 3 4 5 6 7 8 **9** 10 ... Next >

- b. If the permit you are looking for is not listed, scroll down to the search area. Search by entering the Permit Number or by searching the address.

Search for Permits or Applications

Enter information below to search the permitting database. Permits can be searched for by entering any of the following information

- Site Address
- Record Information
- Contact

Use the dropdown menu to change the Search type.

When searching for an address, minimal entries will result in better searches.
Searching [Examples](#)

General Search

Permit Number: **Permit Type:** **Start Date:** **End Date:**

Building No.: **Street Name:** **Street Type:** **Direction:**

Parcel No.: **City:**

First Name: **Last Name:** **Name of Business:**

[Search Additional Criteria](#)

- i. Searching by permit number will generate only one result. On the right, click on **Add to cart** to add the fees to your cart.

Home **Building Permits** Rental Housing City Planning City Licensing County Planning Fire Permits

Create an Application Search Applications/Permits Schedule an Inspection

Building R21-0039CB:
Commercial Building (Addition)
Record Status: Ready to Issue

[Add to cart](#)
[Add to collection](#)

Record Info Payments

- ii. Searching by address will generate all permits that are associated with that particular address. Click the check box next to the permit(s) you are paying for and then click **Add to cart**.

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Permit Number	Permit Type	Status	Address
<input type="checkbox"/>	08/02/2021	R21-0195RE	Residential Electrical	Application received	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/29/2021	R21-0054RB	Residential Building (Addition)	In Plan Review	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/29/2021	R21-0056RB	Residential Building (Addition)	Open	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/29/2021	R21-0057RB	Residential Building (Addition)	Open	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/29/2021	R21-0044CE	Commercial Electrical	Application received	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/23/2021	R21-0190RE	Residential Electrical	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/23/2021	R21-0191RE	Residential Electrical	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/22/2021	R21-0188RE	Residential Electrical	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input checked="" type="checkbox"/>	07/21/2021	R21-0042MFM	Multi-Family Mechanical (HVAC)	Ready to Issue	2486 SE DALLMAN LN, ROCHESTER MN 55904
<input type="checkbox"/>	07/21/2021	R21-0185RM	Residential Mechanical (HVAC)	Issued	2486 SE DALLMAN LN, ROCHESTER MN 55904

4. Repeat step 3 to add multiple permits to your cart.
5. Once you have added all permits to your cart, click on the shopping cart to begin the payment process.



6. Review the fees and click **Check Out**.
 - a. To make changes to the cart choose Edit Cart or to add more permits click Continue Shopping and repeat step 3 above to add additional permit fees.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

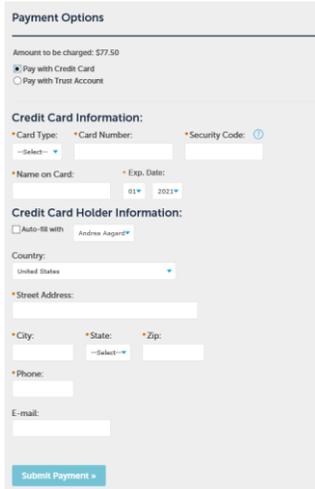
2122 SE CAMPUS DR
1 Application(s) | \$77.50

▶ Residential Appliance (Furnace or AC) 21TMP-000575	Total due: \$77.50
---	--------------------

Total amount to be paid: \$77.50
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

7. Payment Options – Choose the radio to pay with Credit Card or Trust Account
 - a. For payment with Credit Card, complete the necessary information and click Submit Payment.



Payment Options

Amount to be charged: \$77.50

Pay with Credit Card
 Pay with Trust Account

Credit Card Information:

*Card Type: --Select-- *Card Number: [input] *Security Code: [input]

*Name on Card: [input] *Exp. Date: 01 2021

Credit Card Holder Information:

Auto-fill with: Andrea Asper

Country: United States

*Street Address: [input]

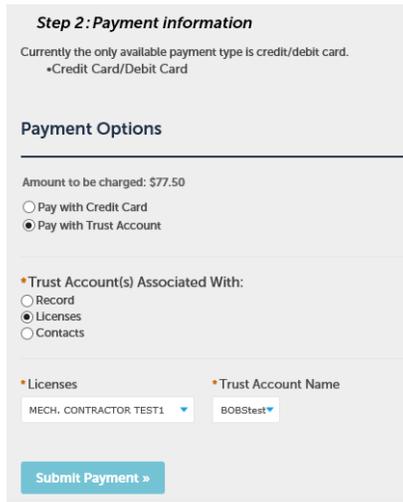
*City: [input] *State: --Select-- *Zip: [input]

*Phone: [input]

E-mail: [input]

[Submit Payment »](#)

- b. For payment with a Trust Account, click the radio button for Trust Account
 - i. Choose Licenses and then choose the License that is associated with your business (NOTE: Trust account payments cannot be accepted between 11:30pm-12:00am to allow for nightly reporting.)
- c. Click Submit Payment



Step 2: Payment information

Currently the only available payment type is credit/debit card.
*Credit Card/Debit Card

Payment Options

Amount to be charged: \$77.50

Pay with Credit Card
 Pay with Trust Account

*Trust Account(s) Associated With:

Record
 Licenses
 Contacts

*Licenses: MECH. CONTRACTOR TEST1 *Trust Account Name: BOBStest

[Submit Payment »](#)

8. Your permit is now issued! You should receive two (2) emails with your attached documents (receipt and permit). You may begin work and schedule inspections as needed.