ROCHESTER COMMUNITY DEVELOPMENT

City of Rochester, Minnesota
4001 W River Parkway NW, Suite 100
Rochester, MN 55901-7090

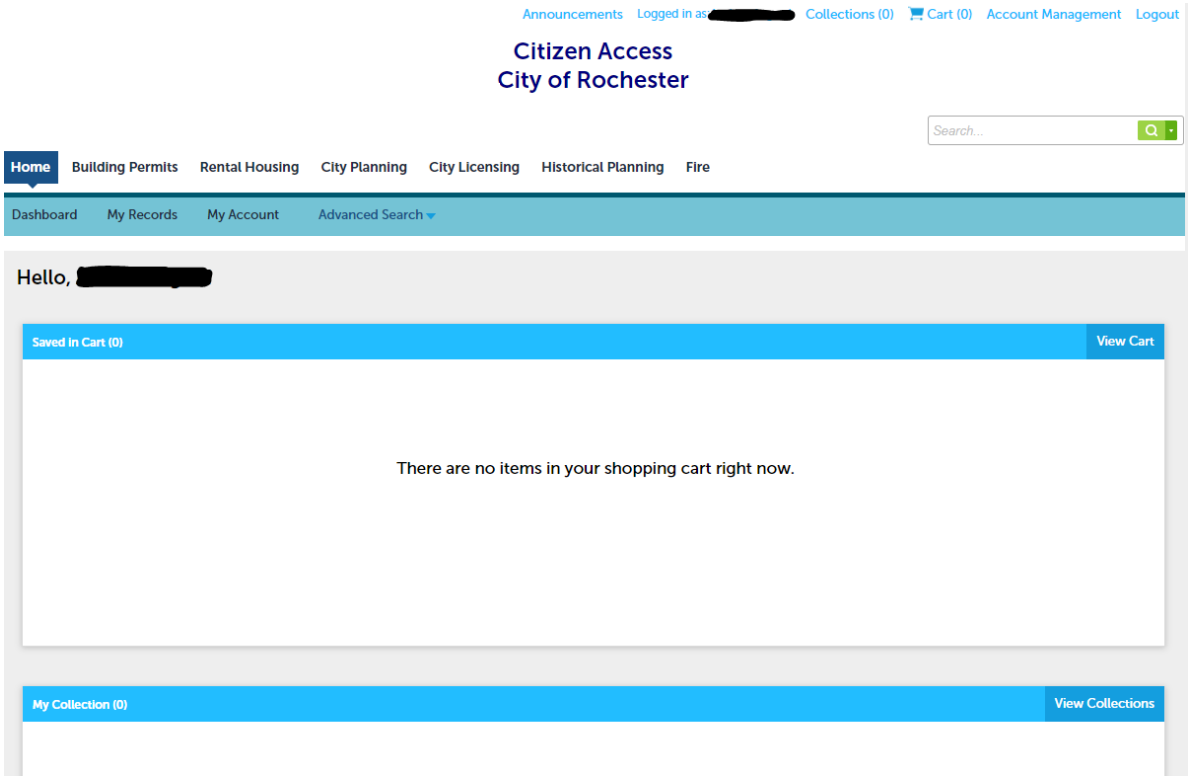
Phone: 507-328-2600
Fax: 507-328-2601
Email: buildingsafety@rochestermn.gov

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.



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

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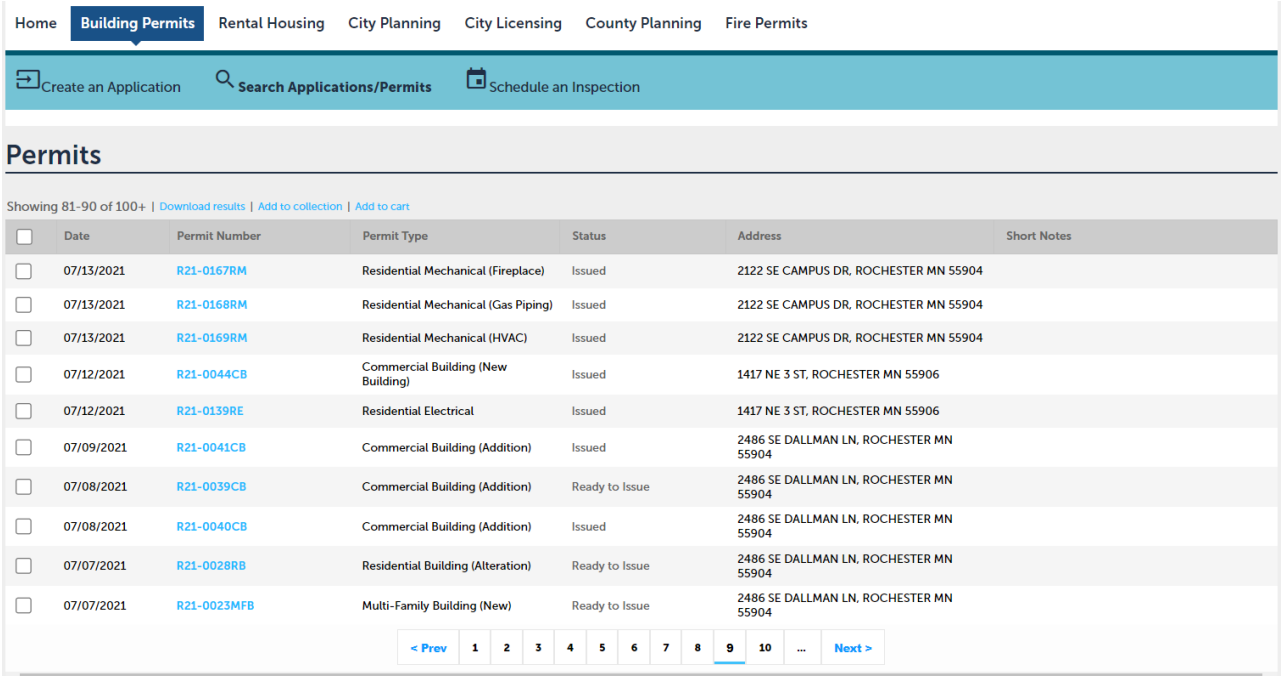
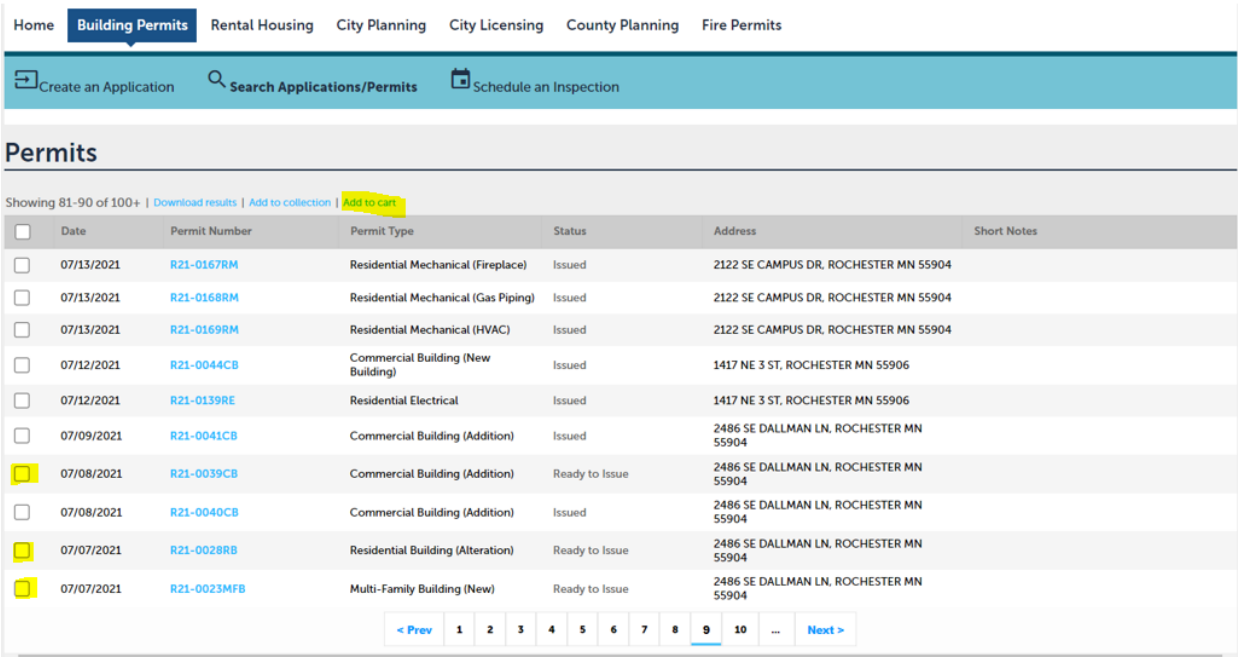


3. Review the permit list for the permit(s) on which you are making payment.
   a. If the permit(s) you are paying for is listed, click the check box(es) for each permit and then click Add to cart.



   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.

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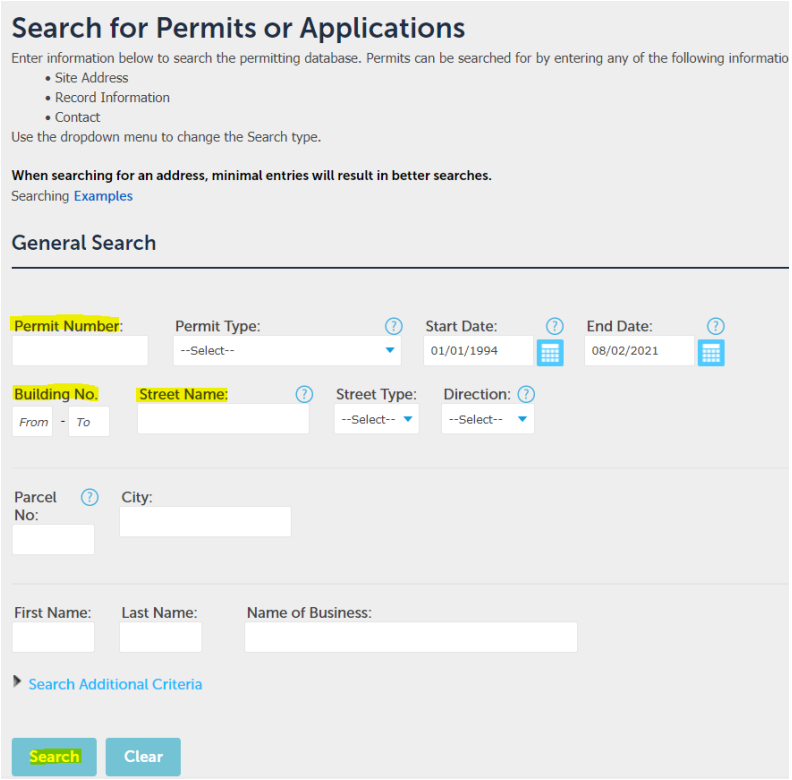
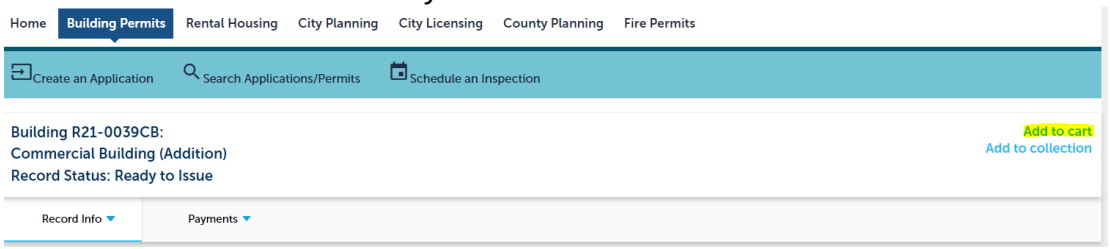
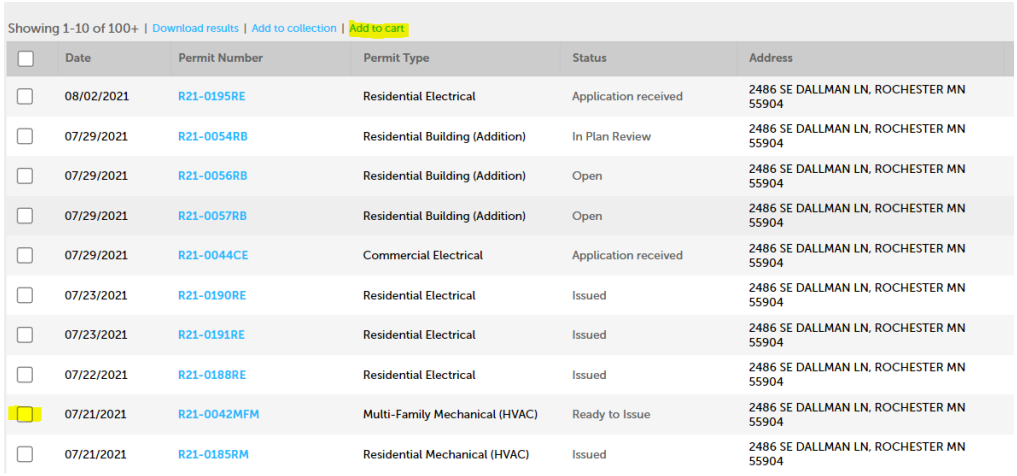


i. Searching by permit number will generate only one result. On the right, click on Add to cart to add the fees to your cart.



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.



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

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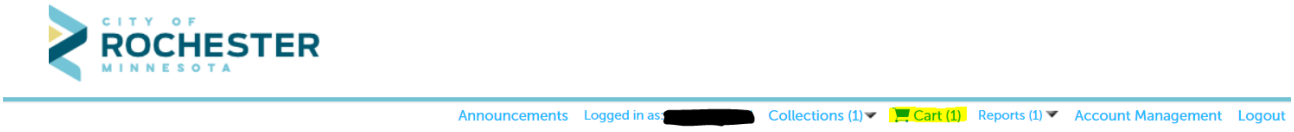
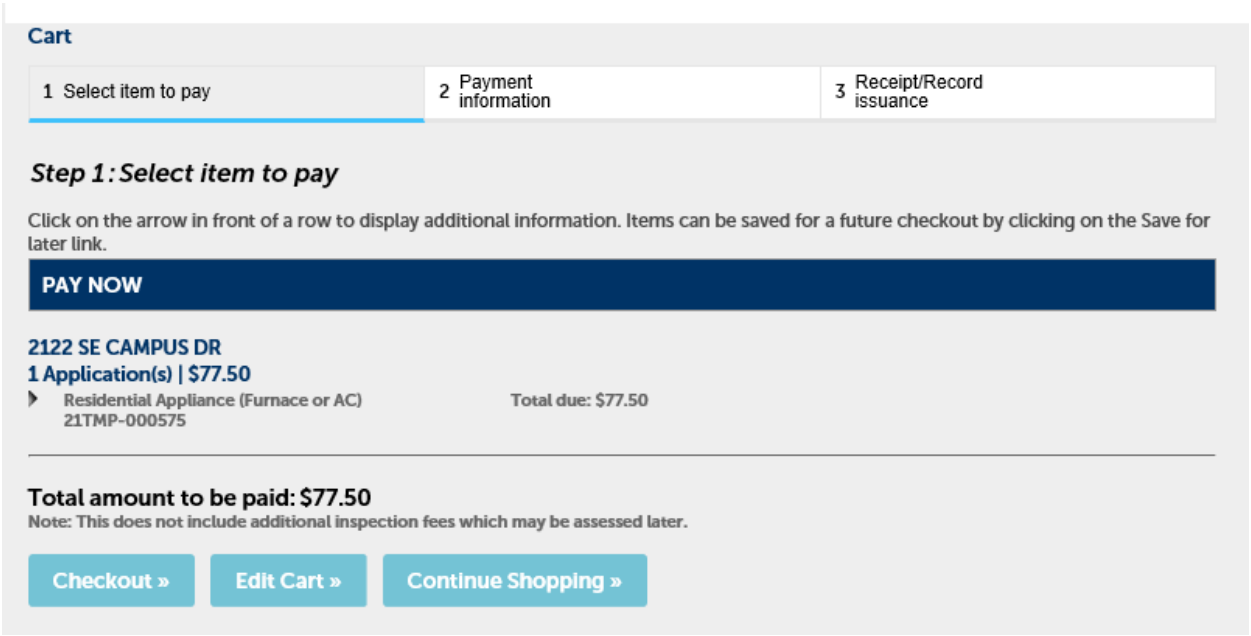
4. Repeat step 3 to add multiple permits to your cart.
5. Once you have added all permits to your cart, click on the shopping cart to begin the payment process.



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.



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.

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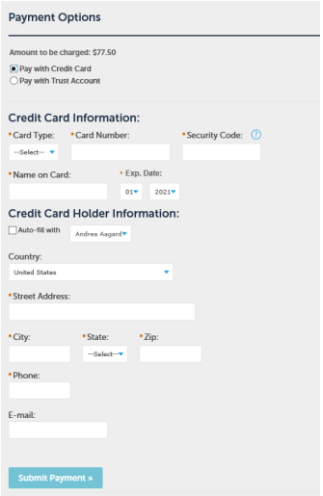
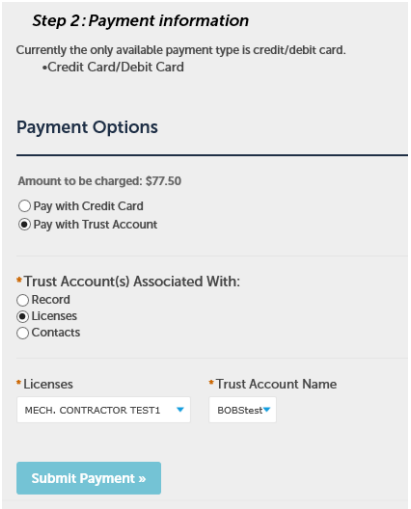


b. For payment with a Trust Account, click the radio button for Trust Account
    i. Choose Licenses and then choose the License that is associated with your business (NOTE: Trust account payments cannot be accepted between 11:30pm-12:00am to allow for nightly reporting.)
c. Click Submit Payment



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.