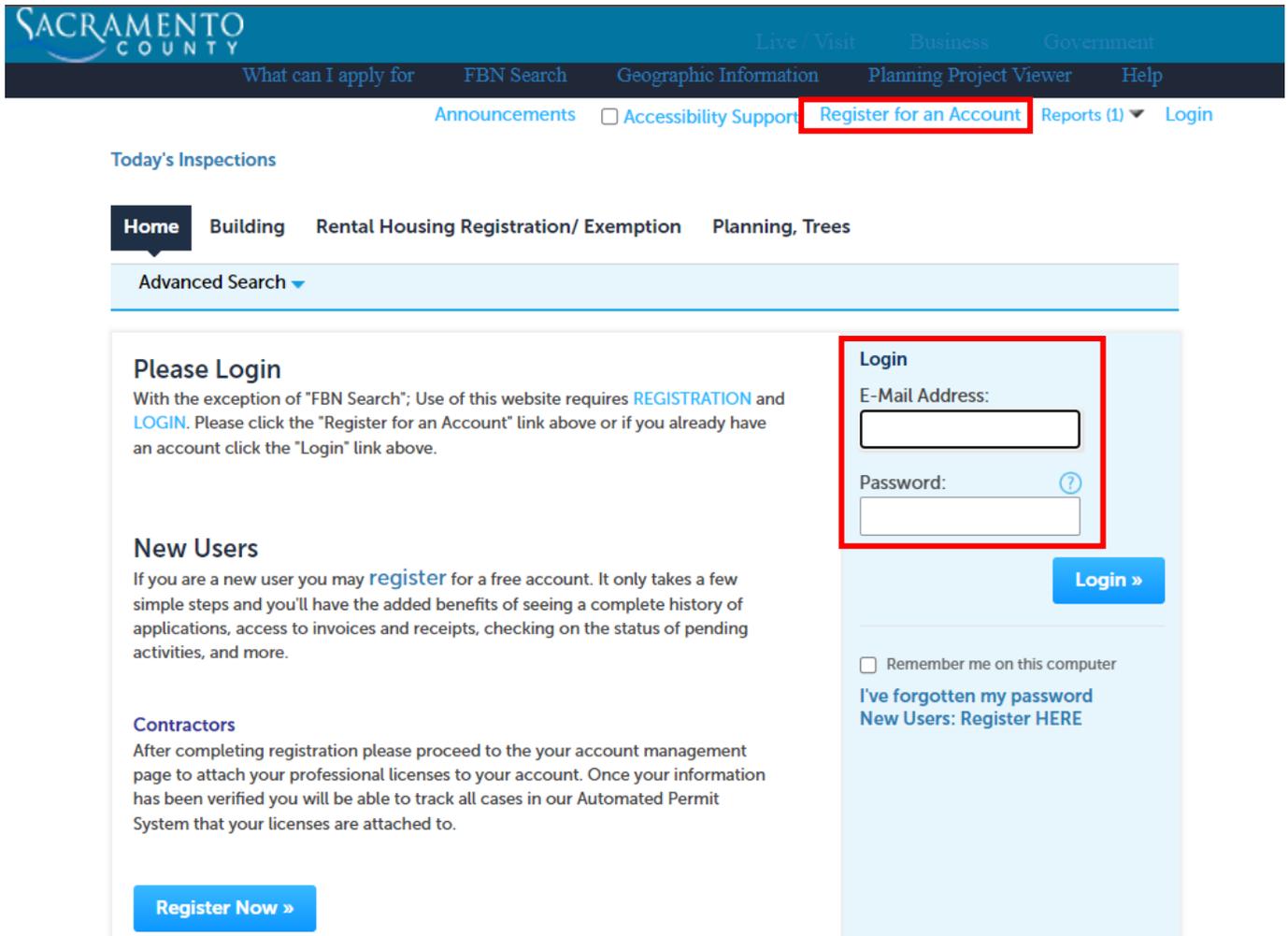


## Instructions for Paying for a Planning Project

If you have received notification that your Planning Application fees are ready to be paid, please follow these instructions.

1. Go to [actonline.saccounty.gov](http://actonline.saccounty.gov) and login or create an account.



The screenshot shows the Sacramento County ActOnline website. At the top, there is a navigation bar with the Sacramento County logo and several menu items: "Live / Visit", "Business", "Government", "What can I apply for", "FBN Search", "Geographic Information", "Planning Project Viewer", and "Help". Below this, there are links for "Announcements", "Accessibility Support", "Register for an Account" (highlighted with a red box), "Reports (1)", and "Login".

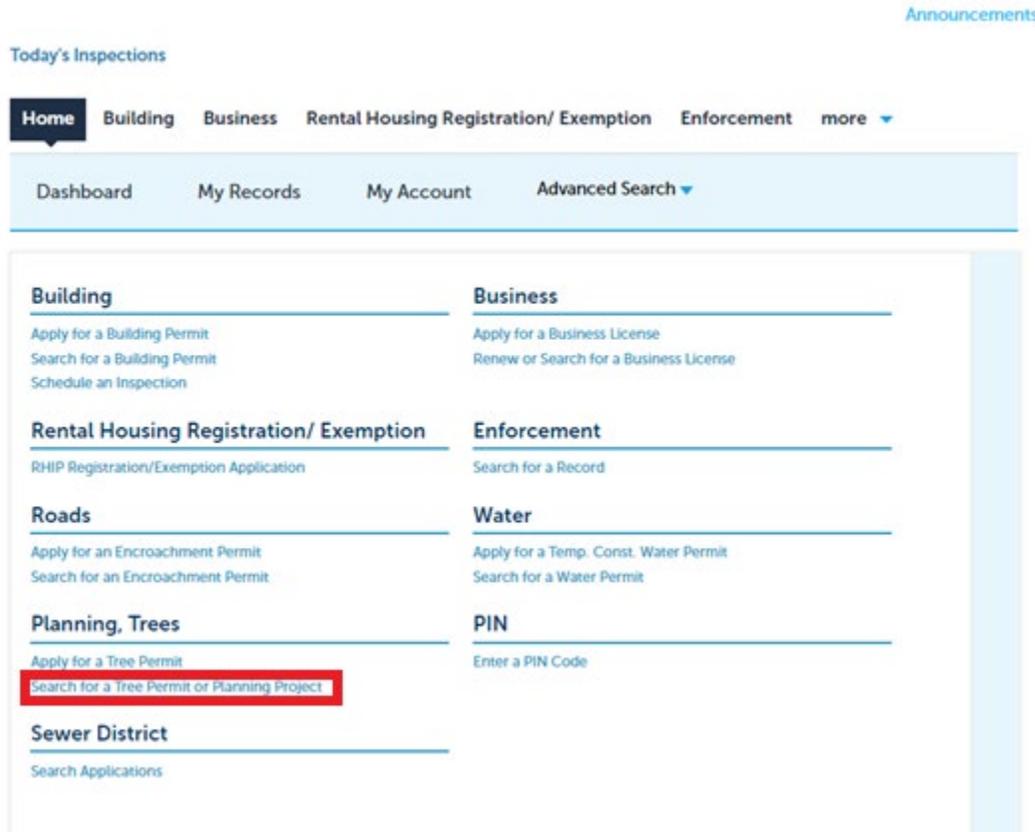
The main content area is titled "Today's Inspections" and has a navigation menu with "Home" (highlighted), "Building", "Rental Housing Registration/ Exemption", and "Planning, Trees". Below the menu is an "Advanced Search" dropdown.

The main content area is divided into two columns. The left column contains a "Please Login" section with instructions: "With the exception of 'FBN Search'; Use of this website requires REGISTRATION and LOGIN. Please click the 'Register for an Account' link above or if you already have an account click the 'Login' link above." Below this is a "New Users" section: "If you are a new user you may register for a free account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more." At the bottom of the left column is a "Contractors" section: "After completing registration please proceed to the your account management page to attach your professional licenses to your account. Once your information has been verified you will be able to track all cases in our Automated Permit System that your licenses are attached to." A "Register Now »" button is located at the bottom of the left column.

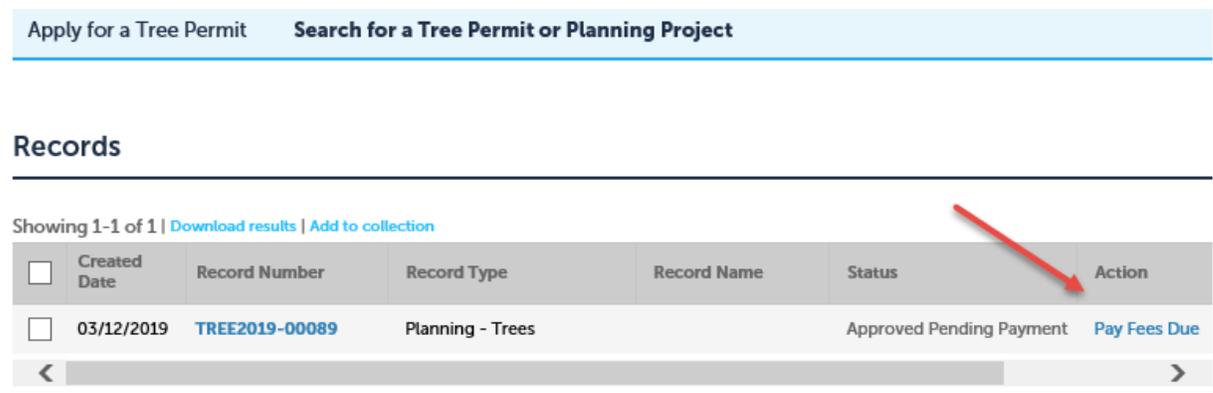
The right column contains a "Login" section with a red box around the input fields. It includes a "Login" heading, "E-Mail Address:" with an input field, "Password:" with an input field and a help icon, and a "Login »" button. Below the input fields is a checkbox for "Remember me on this computer" and links for "I've forgotten my password" and "New Users: Register HERE".

## Instructions for Paying for a Planning Project

2. Click "Search for a Tree Permit or Planning Project"



3. **TREE PERMITS ONLY** - If you created the application online, you will see it in the list of Records. If you did not create the application, you will need to do a search to find it (go to Step 4). To pay fees on an application you created online, click the "Pay Fees Due" link.



## Instructions for Paying for a Planning Project

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4. **ALL OTHER APPLICATIONS** – Scroll down on the page until you see the General Search section. Type in your application number in the “Application Number” field and click “Search”.

**IMPORTANT!** Please enter your application format in the exact format as shown on your invoice (PLNPxxxx-xxxxx; PLNRxxxx-xxxxx; DRCPxxxx-xxxxx). There are no spaces in application numbers!

### General Search

---

Application Number:  
PLNR2024-00069

Project Name:

Search my records only

Start Date:  
11/02/2018

End Date:  
11/06/2024

Street No.:  
From - To

Street Name:

Parcel No.:

**Fill this box in only! Do not change the start date or end date or fill in any other fields!**

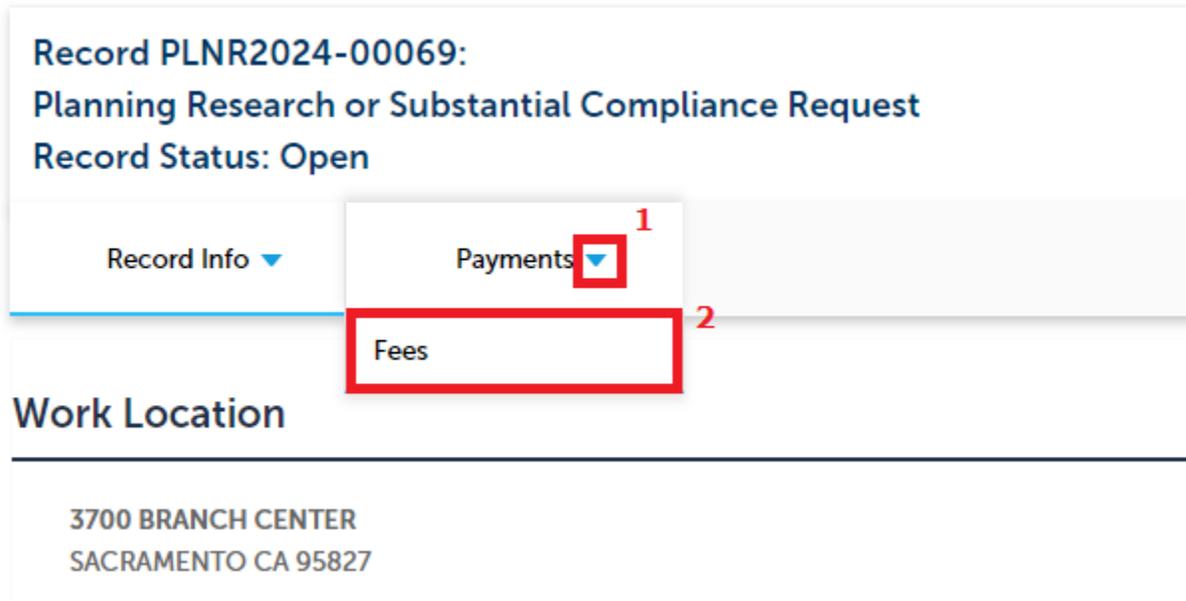
▶ Search Additional Criteria

Search

Clear

## Instructions for Paying for a Planning Project

- On the permit details screen, click the arrow to expand the "Payments" section and click on "Fees".



Record PLNR2024-00069:  
Planning Research or Substantial Compliance Request  
Record Status: Open

Record Info ▾ Payments ▾  
Fees

Work Location

3700 BRANCH CENTER  
SACRAMENTO CA 95827

Annotations: 1 points to the 'Payments' dropdown arrow, 2 points to the 'Fees' option.

If you owe fees, you will see a "Pay Fees" link. Click it to start the process.

### Fees

#### Outstanding:

Date	Invoice Number	Amount
11/06/2024	1714962	\$7.11
11/06/2024	1714962	\$158.00

Total outstanding fees: \$165.11

[Pay Fees](#)

- The next page provides information about the fees. Click "Continue" when ready.
- Select the method of payment and click "Submit Payment".

### Payment Options

Amount to be charged: \$165.11

- Pay with Credit Card  
 Pay with Bank Account

[Submit Payment »](#)

## Instructions for Paying for a Planning Project

- You will be taken to our third-party payment processing site. You may need to select your payment option again on that site.

Complete the payment information. **All fields are required.** When completed, click "Continue". You will then see a review page. If all information is correct, click "Submit Payment".

Shopping Cart
Sacramento County Treasury Cashing

Item Type	Reference #	Amount	
Sacramento County Tre	134212	31.35	
			<b>Subtotal</b> \$ 31.35
			Convenience Fee \$ 1.95
			<b>Total</b> \$ 33.30

### Payment

Credit Card

Name on Card

Card #

Expires

Card Security Code

All Fields Required

**All Fields Required**

Street Address

City

State/Province

ZIP/Postal Code

Country

Phone #

Email Address

Your email address will only be used for communications concerning your payment and will not be shared with third parties.

Clear Payment Information
Continue

You will then see a Confirmation page. You can print a receipt if needed. Click the "Return to Sacramento County On-Line Services web site" button to return to our site.

### Receipt

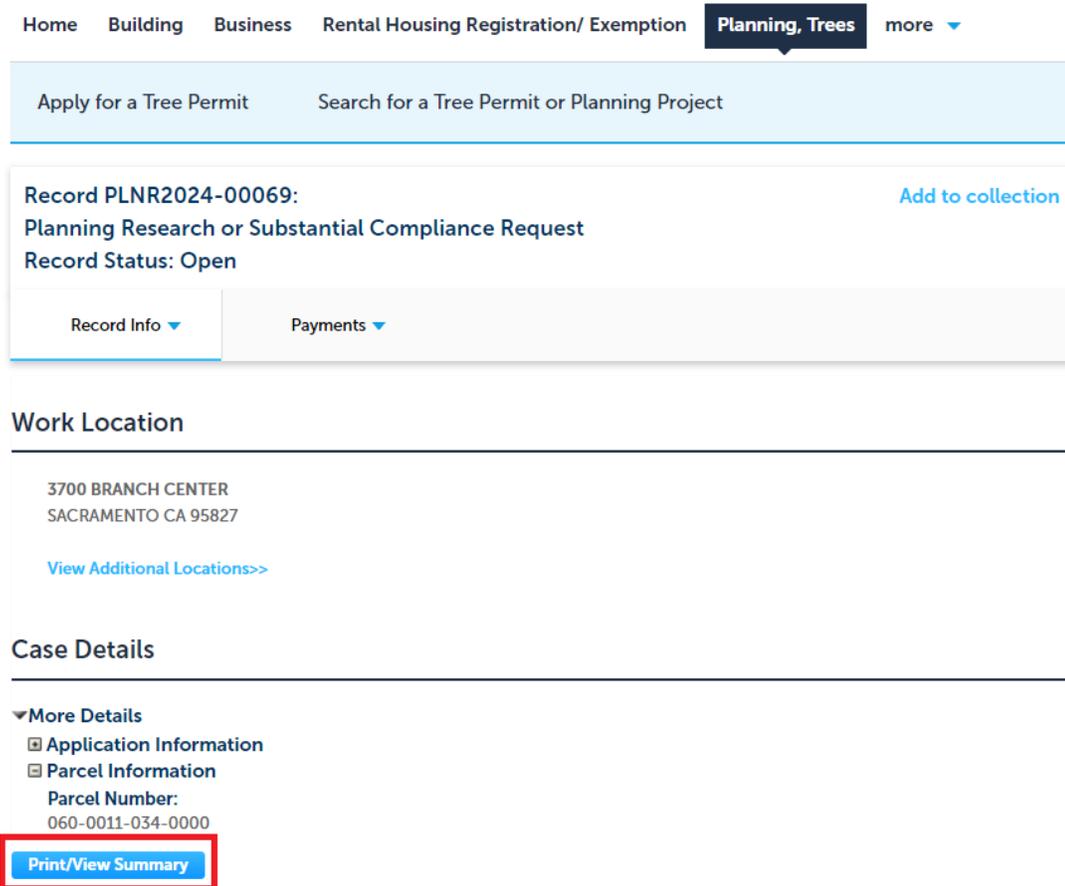
Shopping Cart					
#	Description	Amount	Fee		
	Sacramento County Treasury Payment 134212	\$ 31.35	\$ 1.95		
Payments					
Action	Status	Via	Account Information	Amount	Fee
Charge	Complete	Credit Card	Visa CC# ****1111	\$ 31.35	\$ 1.95
<b>Subtotal:</b>				<b>\$ 31.35</b>	<b>\$ 1.95</b>
<b>Total (Payment + Fee):</b>				<b>\$ 33.30</b>	

[« Return to Sacramento County On-Line Services web site.](#)

## Instructions for Paying for a Planning Project

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9. When you return to our site you should be on this page. If you click the button labeled "Print/View Summary", it will open up a summary report of your application in PDF format. You can print this and keep it for your records. There is also a link back to your permit details.



Home Building Business Rental Housing Registration/ Exemption **Planning, Trees** more ▾

Apply for a Tree Permit Search for a Tree Permit or Planning Project

Record PLNR2024-00069: [Add to collection](#)  
Planning Research or Substantial Compliance Request  
Record Status: Open

Record Info ▾ Payments ▾

**Work Location**

3700 BRANCH CENTER  
SACRAMENTO CA 95827

[View Additional Locations>>](#)

**Case Details**

▼ More Details

- ▣ Application Information
- ▣ Parcel Information

Parcel Number:  
060-0011-034-0000

[Print/View Summary](#)

### **NEXT STEPS**

**If you paid online**, we automatically receive notification that your payment has been made. There is no need to email us to let us know you have paid.

**If you paid by check or in person at our cashier window**, please email us at [planning-applications@saccounty.gov](mailto:planning-applications@saccounty.gov) to let us know that you have paid.

**Please allow at least one week for a lead planner to be assigned. Once assigned, the lead planner will introduce themselves to you by phone or email.**

If you have not been contacted by your lead planner in one week, please email [planning-applications@saccounty.gov](mailto:planning-applications@saccounty.gov) for assistance.