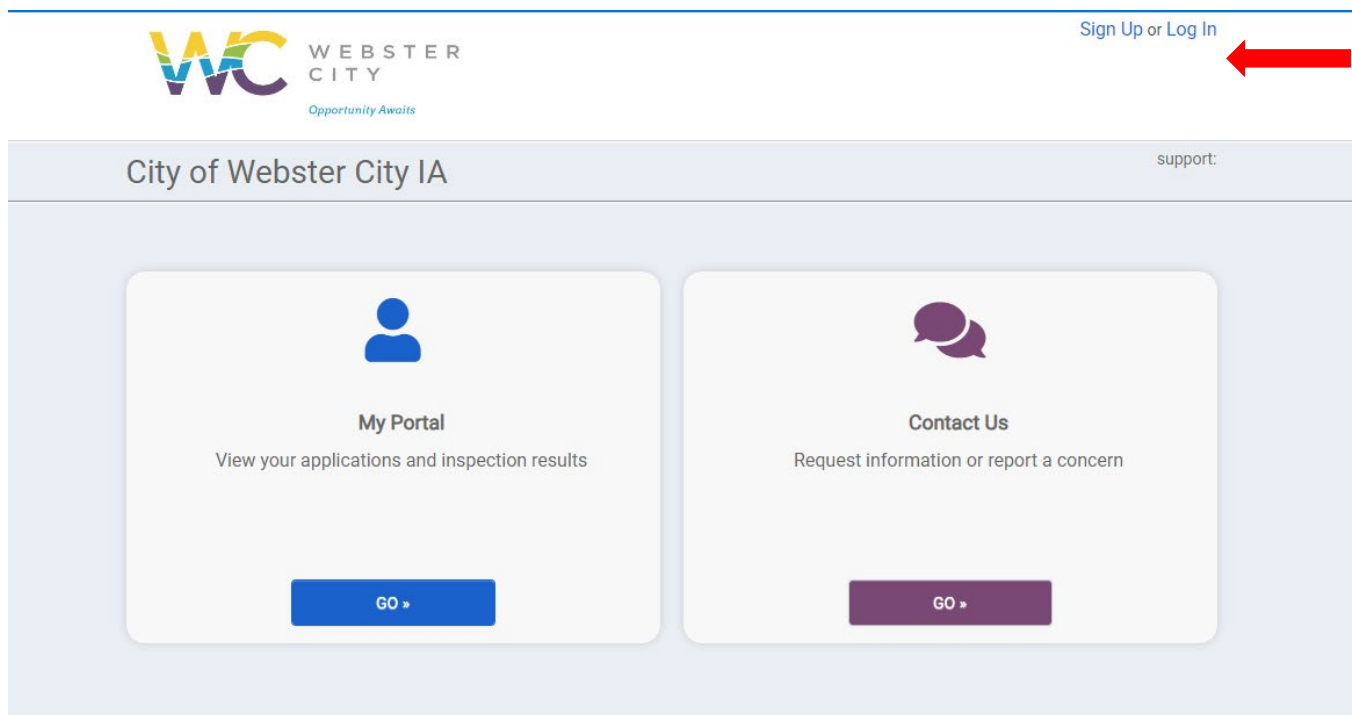


How to Pay for a Permit

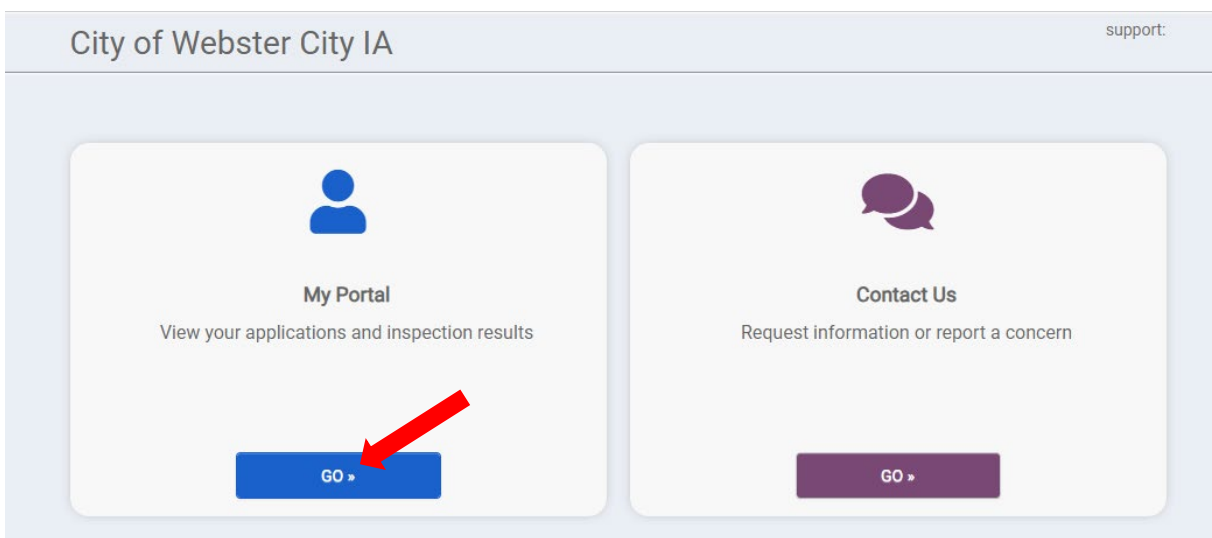
Step 1: Go to our [Portal](#) website.

Step 2: Log into your portal, if you have not created a portal you will need to first sign up (see “How to Create Portal” guideline for help).



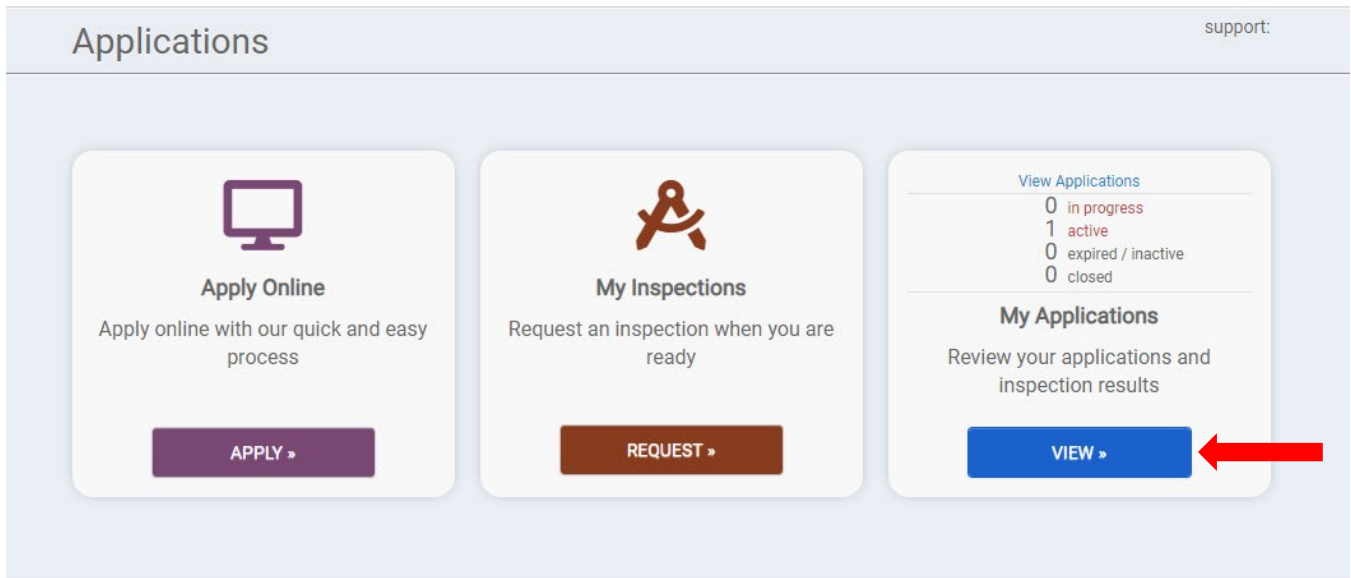
The screenshot shows the top portion of the City of Webster City IA website. In the top right corner, there is a link for "Sign Up or Log In" with a red arrow pointing to it. Below the header, the main navigation bar contains "City of Webster City IA" on the left and "support:" on the right. The main content area features two large white cards. The left card is titled "My Portal" with a person icon and the text "View your applications and inspection results", with a blue "GO »" button at the bottom. The right card is titled "Contact Us" with a speech bubble icon and the text "Request information or report a concern", with a purple "GO »" button at the bottom.

Step 3: Select “My Portal”.



This screenshot is identical to the previous one, showing the "My Portal" and "Contact Us" cards. A red arrow is now pointing to the blue "GO »" button on the "My Portal" card.

Step 3: Select “View”.



The screenshot shows the 'Applications' dashboard. It features three main cards: 'Apply Online', 'My Inspections', and 'My Applications'. The 'My Applications' card is highlighted with a red arrow pointing to its 'VIEW' button. Above the 'VIEW' button, there is a summary of application statuses: 0 in progress, 1 active, 0 expired / inactive, and 0 closed.

Applications support:

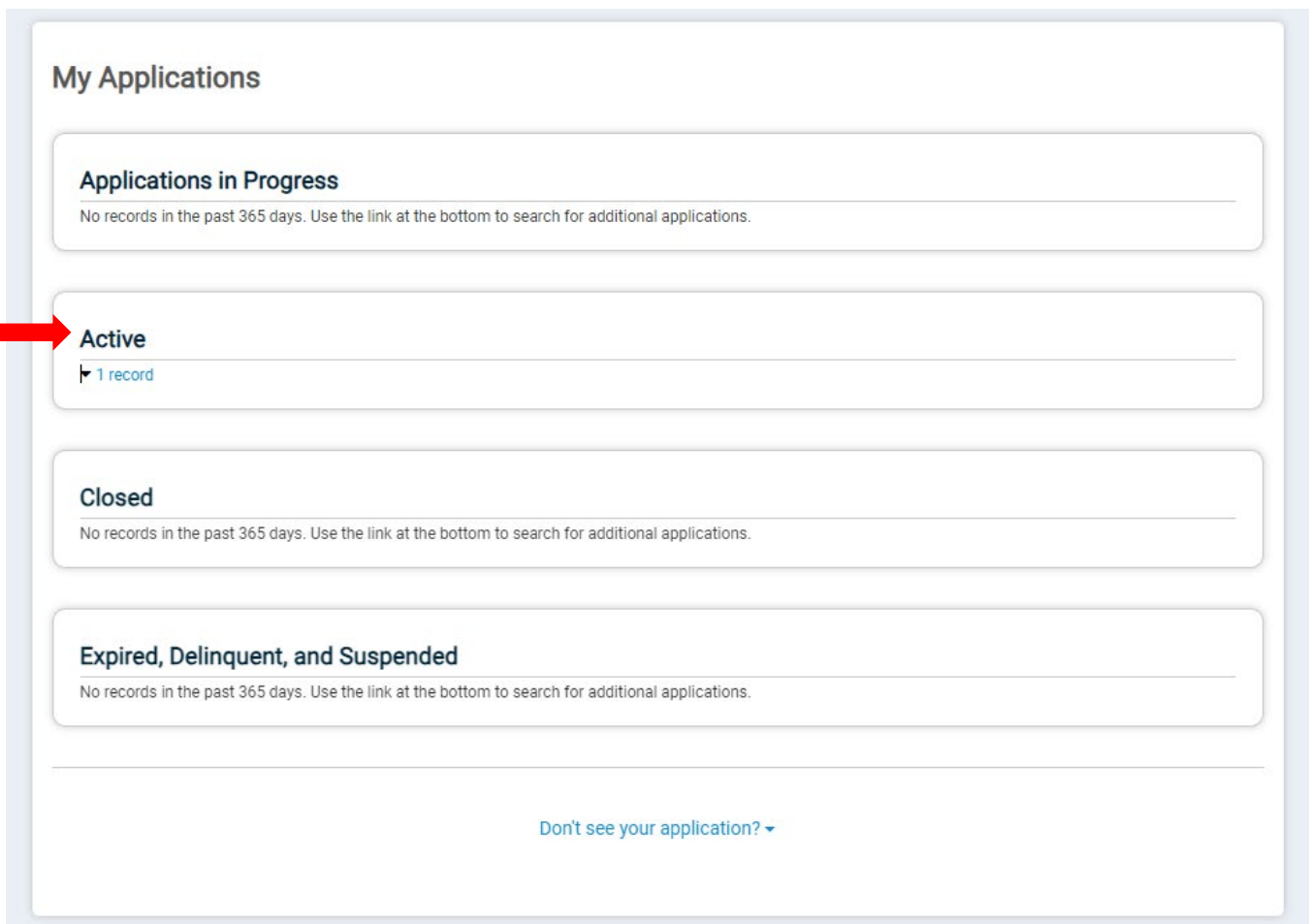
Apply Online
Apply online with our quick and easy process
[APPLY »](#)

My Inspections
Request an inspection when you are ready
[REQUEST »](#)

View Applications
0 in progress
1 active
0 expired / inactive
0 closed

My Applications
Review your applications and inspection results
[VIEW »](#)

Step 4: Select “Active” tab and select your specific permit number.



The screenshot shows the 'My Applications' page. It has four tabs: 'Applications in Progress', 'Active', 'Closed', and 'Expired, Delinquent, and Suspended'. The 'Active' tab is selected and highlighted with a red arrow. Below the 'Active' tab, it shows '1 record'. At the bottom of the page, there is a link that says 'Don't see your application? ▾'.

My Applications

Applications in Progress
No records in the past 365 days. Use the link at the bottom to search for additional applications.

Active
1 record

Closed
No records in the past 365 days. Use the link at the bottom to search for additional applications.


Expired, Delinquent, and Suspended
No records in the past 365 days. Use the link at the bottom to search for additional applications.

[Don't see your application? ▾](#)

Step 5: Select “Pay Online”


New Single Family Residence Permit

Options ▾

 Building Permits (Residential Projects)

Reference Number REFERENCE-22-1434

Permit Number SFR22-1144 Ready To Issue

Part of the Project Pre-application Conference 

Current Fees
\$8,455⁷⁰

PAY ONLINE

Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project Done

▲ Permit Notes 1 Note