



## How to: Pay Fees for an Application

1. Log in to the [Applicant Portal](#)
2. Click on the **Permits Menu**

PERMITS INSPECTIONS REVIEWS VIOLATIONS LICENSES CERTIFICATIONS RECEIPTS RESOURCES

Cart Checkout

**WELCOME TO THE CITY OF ASPEN PORTAL!**  
A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinator.

3. Open the permit by clicking on the permit number link

To open an item for details, click on the Number of the item. To sort the list, click on the arrow beside the Column Heading you prefer.

Permits Recently Viewed

1 item • Updated a few seconds ago

**Permit number link**


Number	Type	Work Type	Status	Applicant	Issue Date	Address
0119-2019-ELEC	Electrical	New	Ready for Issue	ASPEN TEST		1234 Main St, Boulder : 123456

4. Click on the *Related Tab* (next to Details tab) and scroll down to *Fees* section.



**DETAILS** **RELATED**

**Click on the Related Tab**

Number: 0119-2019-ELEC  
Record Type: Electrical

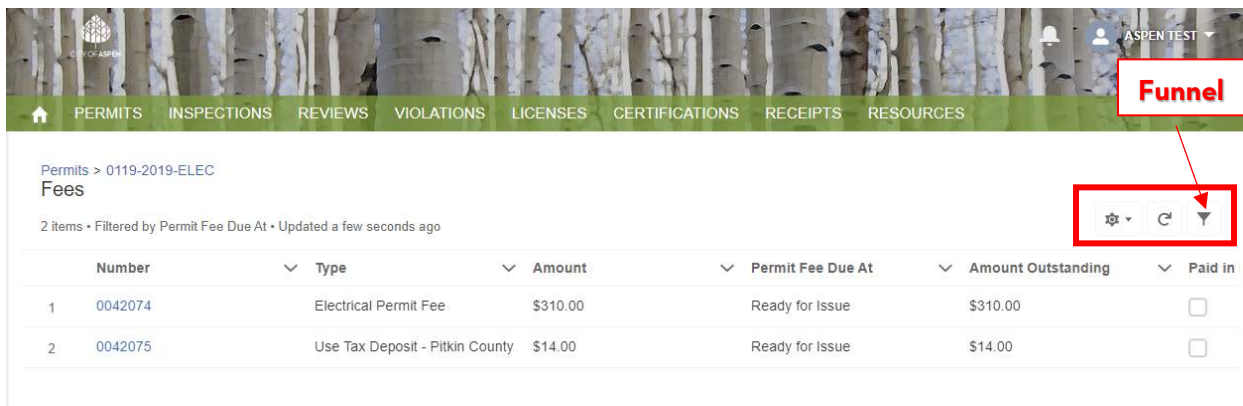
 Fees (2)

Scroll down to this section

NUMBER	TYPE	AMOUNT	PERMIT FEE DUE ...
<a href="#">0042074</a>	Electrical Permit Fee	\$310.00	Ready for Issue 
<a href="#">0042075</a>	Use Tax Deposit - Pi...	\$14.00	Ready for Issue 

[View All](#)

- a. If all fees are not visible, click the *View All* link
5. To filter fees, click on the black funnel icon at the top right. (Example: to only see the fees due at permit submission, select “Complete Pending Submittal Fees” under Permit Fees Due At section and then click Apply button.)



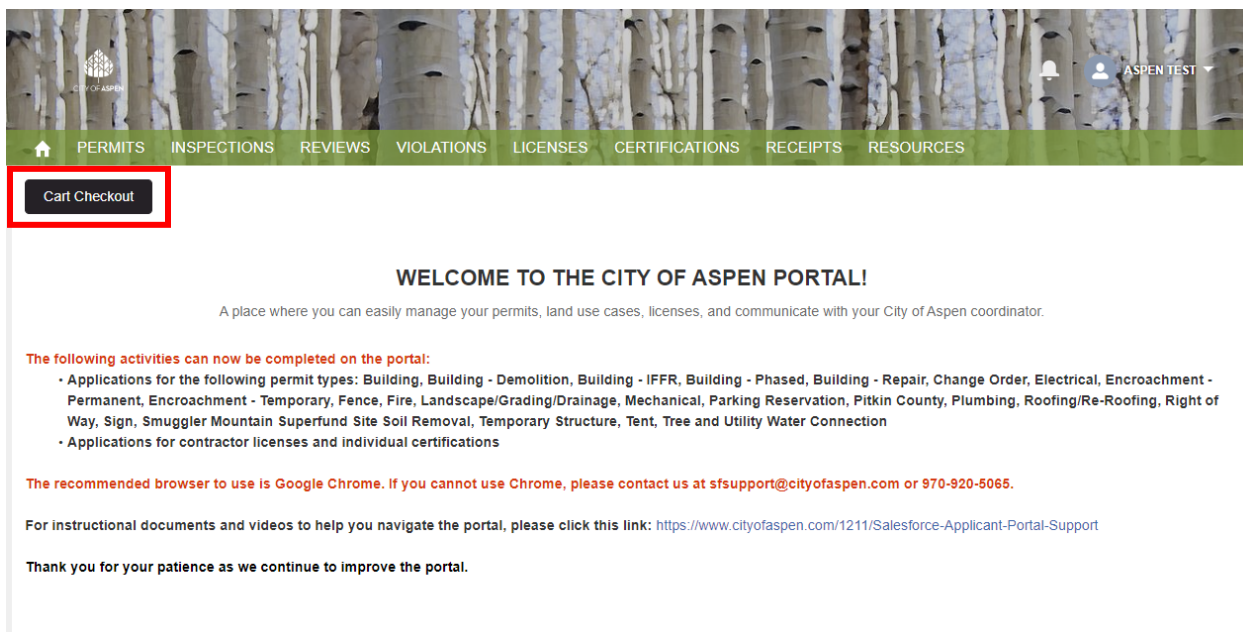
Funnel

Permits > 0119-2019-ELEC Fees

2 items • Filtered by Permit Fee Due At • Updated a few seconds ago

Number	Type	Amount	Permit Fee Due At	Amount Outstanding	Paid in
1 0042074	Electrical Permit Fee	\$310.00	Ready for Issue	\$310.00	<input type="checkbox"/>
2 0042075	Use Tax Deposit - Pitkin County	\$14.00	Ready for Issue	\$14.00	<input type="checkbox"/>

6. Once you confirm fees due, click on at the top of the screen



Cart Checkout

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The following activities can now be completed on the portal:

- Applications for the following permit types: Building, Building - Demolition, Building - IFFR, Building - Phased, Building - Repair, Change Order, Electrical, Encroachment - Permanent, Encroachment - Temporary, Fence, Fire, Landscape/Grading/Drainage, Mechanical, Parking Reservation, Pitkin County, Plumbing, Roofing/Re-Roofing, Right of Way, Sign, Smuggler Mountain Superfund Site Soil Removal, Temporary Structure, Tent, Tree and Utility Water Connection
- Applications for contractor licenses and individual certifications

The recommended browser to use is Google Chrome. If you cannot use Chrome, please contact us at [sfsupport@cityofaspen.com](mailto:sfsupport@cityofaspen.com) or 970-920-5065.

For instructional documents and videos to help you navigate the portal, please click this link: <https://www.cityofaspen.com/1211/Salesforce-Applicant-Portal-Support>

Thank you for your patience as we continue to improve the portal.

7. Select all fees you are paying for by using the checkboxes.

The screenshot shows a list of fees with checkboxes. A red box highlights the 'Electrical Permit Fee' and 'Use Tax Deposit - Pitkin County' items, which are checked. Another red box points to the '0119-2019-ELEC' permit number. A third red box contains the text 'Permit number for what you are paying for' with an arrow pointing to the permit number. A fourth red box contains the text 'Checkboxes with fees that need to be paid' with an arrow pointing to the checked items. The total selected amount is \$4486.50.

<input type="checkbox"/>	Aspen School Dedication Fee	\$100.00
<input checked="" type="checkbox"/>	Electrical Permit Fee	\$310.00
<input checked="" type="checkbox"/>	Use Tax Deposit - Pitkin County	\$14.00

Ready for Issue

Total Selected \$4486.50

0028-2019-BRES  
0119-2019-ELEC  
0119-2019-ELEC

Checkboxes with fees that need to be paid

Permit number for what you are paying for

8. Click Next, and then click on *Process Online Payment*

The screenshot shows the 'ASPEN TEST's Cart' page. The cart number is #X-2019-07-18\_03-49-01. The total outstanding balance and total payment amount are both \$324.00. The payment method is set to 'Credit Card' and the payment amount is \$324.00. A red box highlights the 'Process Online Payment' button. The page also includes a navigation menu with options like PERMITS, INSPECTIONS, REVIEWS, VIOLATIONS, LICENSES, CERTIFICATIONS, RECEIPTS, and RESOURCES.

Cart #X-2019-07-18\_03-49-01

Total Outstanding Balance \$324.00 Total Payment Amount \$324.00

Payment Method Credit Card

Payment Amount 324.00

Process Online Payment

To complete the payment process successfully, please do not click your browser back button. Popup windows must be enabled.

9. A new window will pop-up. If nothing happens, you need to disable pop-up blockers on your internet browser.

10. On the screen fill out your payment information and process sale.

11. Once payment is complete, you will receive your receipt on a separate email.