CITY OF PISMO BEACH
Community Development Department
760 Mattie Road, Pismo Beach, California 93449
(805) 773-7040 / Fax (805) 773-4684

ACI Payments Website and Online Payments for Building Application Fees

*****Before making an online payment, you must submit a Building Application and receive an Estimate of Fees from the Building Division*****

The City of Pismo Beach Building Division accepts on-line payments for Building Applications via the Online Application Portal and the ACI Payments, Inc. website www.officialpayments.com.

Before making an online payment, you will need the following:

- Site Address
- Building Fee Estimate Number (Bxx-xxxxxx)
- Building Estimate of Fees

By using the ACI Payments, Inc. website:

- You can pay by Electronic Check, Visa, Mastercard, or American Express (credit/debit options may vary)
- A service fee will apply

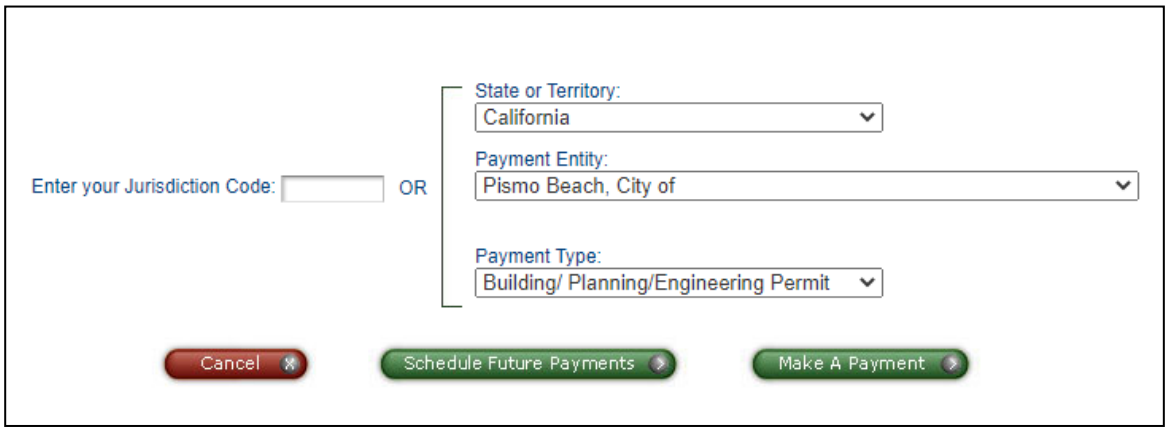
Step 1

From the ACI Payments, Inc. Home Page, select **'LOCAL PAYMENTS'**:

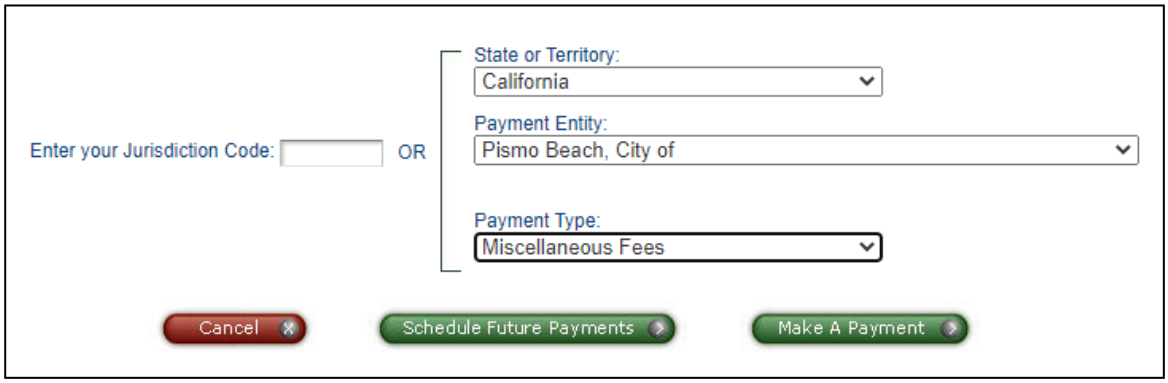


Step 2
Use the dropdown fields to enter the applicable jurisdiction information:

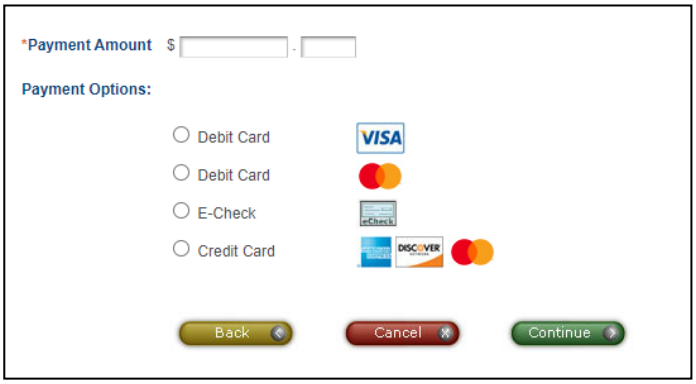
- State or Territory – California
- Payment Entity – Pismo Beach, City of
- Payment Type – Building/ Planning/Engineering Permit



To use either **debit** or **credit** card payments, select '**Miscellaneous Fee**' for 'Payment Type'

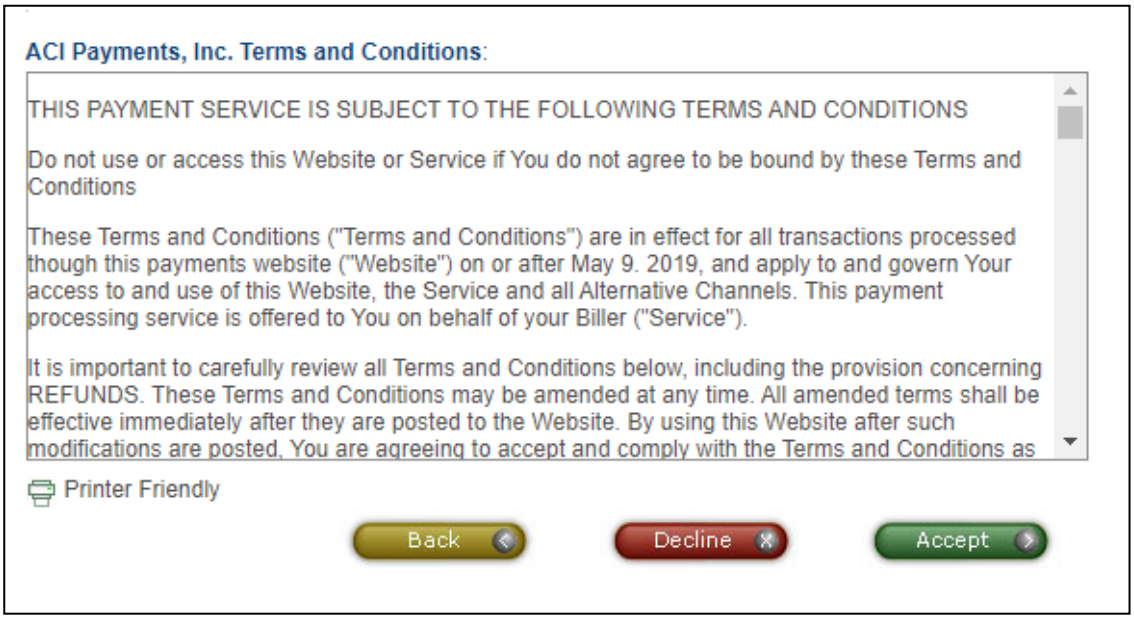


Step 3
Enter your payment amount, select payment option, then click 'Continue' to proceed with the payment process.



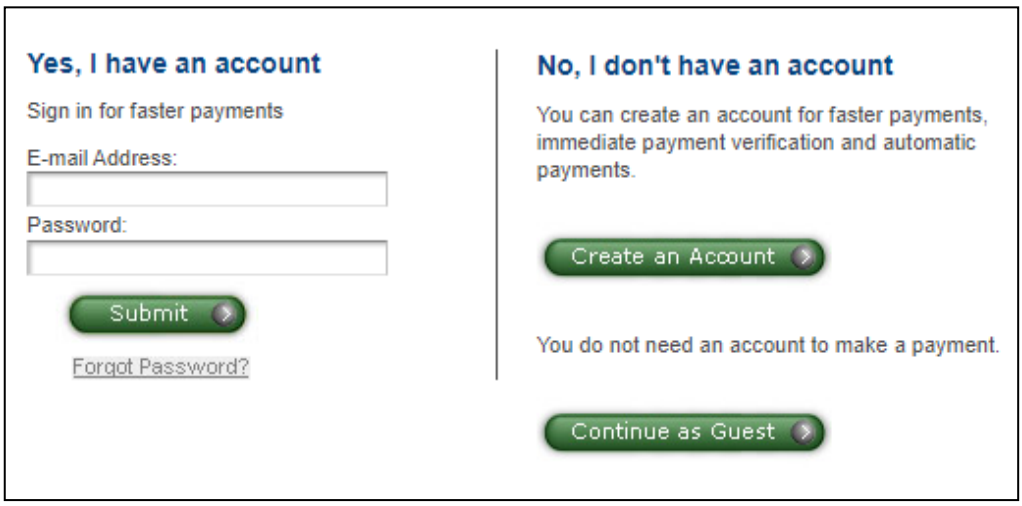
Step 4

You will be prompted to review and 'Accept' the payment service offered by ACI Payments, Inc. as the authorized entity to which you are making a payment. Please review the Terms and Conditions provided and click 'Accept' to proceed with your payment.



Step 5

If you already have an account through ACI Payments, Inc. you will be prompted to sign in. If not, you will be prompted to either 'Create an Account' or 'Continue as Guest'. For one-time payments, you may continue as a Guest.



Step 6

If continuing as 'Guest' or if you choose to 'Create an Account', you will be prompted to enter in 'Payer Information'. Complete all required fields and select 'Continue' to payment.

*****IMPORTANT – DOUBLE-CHECK THE ROUTING AND CHECKING ACCOUNT #'s BEFORE CONTINUING. ANY E-CHECK's RETURNED WITH AN INVALID ACCOUNT NUMBER STRUCTURE OR UNABLE TO LOCATE ACCOUNT MESSAGE WILL BE RETURNED AND AN ADDITIONAL $39 CHARGE WILL BE ADDED TO YOUR BALANCE.**

