



INSTRUCTIONS FOR ONLINE PAYMENT

The Community Services Agency - Inspection Division offers the option to pay for permits, contractor license renewals, and other fees online through GovPayNet. A service fee is applied, please see second page for the fee schedule.

Permits

Complete the appropriate permit application and submit to the Inspection office by fax (920) 448-3117 or email inspmail@greenbaywi.gov. (The permit must have a signature to be valid.)

Permits can be found on the City's website:

Electrical: www.greenbaywi.gov/csa/inspection/building-inspection/electrical-permits/
Heating: www.greenbaywi.gov/csa/inspection/building-inspection/heating-ventilation-air-conditioning-permits/
Plumbing: www.greenbaywi.gov/csa/inspection/building-inspection/plumbing-permits/permits/

Upon review and approval of the permit by Inspection office staff, you will be notified of your Project Number and Permit Fee, which is required to make your online payment. Upon notification of your payment to GovPayNet, the permit will be valid. Follow this link to make your payment – <https://www.govpaynow.com/gps/user/plc/6446>

The following basic information is needed when completing a payment for a permit online:

1. Payment Location Code: 6446
2. Applicant Name
3. Project Street Address
4. Project Number
5. Amount Owed
6. A Valid MasterCard, VISA, Discover or American Express Card

Clearwater Compliance Inspection

Follow this link to make your payment – <https://www.govpaynow.com/gps/user/plc/6446>

For Project Number, please enter CW. The inspection fee amount is \$30. Upon notification of your payment to GovPayNet, the compliance report will be released.

Contractor License Renewal

Follow this link to make your payment – <https://www.govpaynow.com/gps/user/plc/6634>

The following basic information is needed when completing a payment for a contractor license renewal online:

1. Payment Location Code: 6634
2. License Holder's Name (first, middle, last)
3. Type of License (HVAC)
4. Contact Name & Phone Number
5. Amount of Renewal
6. A Valid MasterCard, VISA, Discover or American Express Card

Upon review and approval by Inspection office staff, your license and receipt will be mailed to you.

*Note: GovPayNet is an independent company that charges a fee for its services.
The City of Green Bay receives no part of that fee.*

GovPAYNET[®] SERVICE FEES

INTERNET PAYMENT SERVICE FEES (WEB/GOV\$WIPE [®])	
Transaction Range	Service Fee Amount
\$0.01 - \$50.00	\$1.50
\$50.01 - \$75.00	\$1.75
\$75.01 - \$100.00	\$3.00
\$100.01 - \$150.00	\$4.00
\$150.01 - \$200.00	\$6.00

For each additional increment of \$50.00, or portion thereof, add \$1.50

PHONE-ASSISTED SERVICE FEES (CALL CENTER/LIVE AGENT)	
Transaction Range	Service Fee Amount
\$0.01 - \$50.00	\$5.50
\$50.01 - \$75.00	\$5.75
\$75.01 - \$100.00	\$7.00
\$100.01 - \$150.00	\$8.00
\$150.01 - \$200.00	\$10.00

For each additional increment of \$50.00, or portion thereof, add \$1.50

GovPayNet accepts the major credit, debit or prepaid debit cards, including:



GovPayNet charges a non-refundable fee for its services listed above.

