



Community & Economic Development Department  
100 North Jefferson Street - Room 608  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3300  
Fax 920.448.3426

## ONLINE PAYMENT PROCESS

The Community and Economic Development Department offers the option to pay for permits and other fees online through AllPaid. If you have any questions or need assistance with the online payment process, please call (920) 448-3300.

### 1. Submit your Permit Application

- Fillable permit applications and guides can be found on the City's website at <https://greenbaywi.gov/313/Permit-Guides-Forms-Fees>.
- Complete the appropriate permit application(s) and send it to [inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov). The permit application must have a signature to be valid.

### 2. Notification of Project Number and Permit Fee

- Upon review and approval of the permit application by Inspection office staff, you will be notified of your project number and permit fee, which is required to make your online payment. Please **do not** make a payment until you have this information, or the payment will be denied.

### 3. Make your Online Payment

- Follow this link to make your payment - <https://allpaid.com/payments#/plc-search/plc-details/6446>
- City of Green Bay Dept of Community and Economic Development, PLC 6446, should appear. Click on Pay This Destination and then fill in all of the data fields.
  - a. **Payment Info** including Applicant First and Last Name (Owner of Project address), Project Street Address, Project Number (provided by Inspection office staff) and the payment amount
  - b. Payer Info
  - c. Billing Info
  - d. AllPaid accepts the following credit, debit and prepaid debit card brands – MasterCard, VISA, Discover, American Express

### 4. Completion of Payment Process and Scheduling Inspections

- Once we receive notification from Allpaid that your payment has been made, it can take 24 to 48 hours for our office to process your payment and send your permit. **Once you receive the email with your permit, you can then schedule inspections as needed** using our online Inspection Request Form at <https://greenbaywi.gov/ScheduleInspection> or call us at 920.448.3300.

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