



City of Green Bay  
Department of Community and Economic Development

## **INSTRUCTIONS FOR ONLINE PAYMENT**

The Department of Community and Economic Development offers the option to pay for permits and other fees online through AllPaid ([www.allpaid.com](http://www.allpaid.com)). 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 email to [inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov) or fax to (920) 448-3426. The permit application must have a signature to be valid.

### **2. Notification of Project Number**

- 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.

### **3. Make your Online Payment**

- Follow this link to make your payment – <https://allpaid.com/payments>
- Type in 6446 in the text box by GET STARTED and then click on GET STARTED
- City of Green Bay Dept of Community and Economic Development 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 (assigned by Inspection office staff) and the payment amount owed
  - b. Payer Info
  - c. Billing Info
  - d. AllPaid accepts the following credit, debit and prepaid debit card brands – MasterCard, VISA, Discover, American Express
- Upon confirmation of your payment to AllPaid, the permit will be valid.

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