

ONE-TIME ONLINE ZONING FEE PAYMENT INSTRUCTIONS

1. **GO TO** WWW.ATLANTAGA.GOV



2. **CLICK ON "BUSINESS"**



3. ON LEFT SIDE CLICK ON "GET ONLINE PERMITS"

The screenshot shows the City of Atlanta website's 'Business' page. At the top left is the City of Atlanta seal and the text 'CITY OF ATLANTA, GA'. To the right is a search bar and a blue button labeled 'ATL311'. Below this is a navigation menu with 'GOVERNMENT', 'RESIDENTS', 'VISITORS', 'BUSINESS', and 'I WANT TO...'. The 'BUSINESS' menu item is selected, opening a sidebar with the following links: 'Licenses & Permits', 'Suppliers', 'Grants, Loans & Incentives', 'Buildings & Zoning', 'Bids', 'Get Online Permits', and 'How to Start Your Own Business'. A red arrow points to 'Get Online Permits'. The main content area is titled 'Business' and includes links for 'Font Size', 'Share & Bookmark', 'Feedback', and 'Print'. Below this is a blue banner with the City of Atlanta seal and the text 'CITY OF ATLANTA BUSINESS'. The main content area lists sections: 'LICENSES & PERMITS' (Apply for/renew/close business licenses, professional licenses, additional police regulatory permits, and more.), 'ENTERTAINMENT' (Everything you need to know to make a movie in Atlanta.), and 'SUPPLIERS' (Resources for business owners interested in supplying goods and services to the City of Atlanta, supplier registration and login portal.).

4. CLICK ON "BUILDING"

- [Home](#)
- [Online Services](#)
- [City of Atlanta](#)
- [Contact Us](#)

The screenshot shows the City of Atlanta Citizen Gateway website. At the top is a banner with the text 'CITY OF Atlanta' and a background image of city buildings. Below the banner is a navigation menu with 'Home', 'Building', 'Planning', 'Code Enforcement', and 'Fire'. A red arrow points to 'Building'. To the right of the navigation menu are links for 'Announcements', 'Register for an Account', and 'Login'. Below the navigation menu is a search bar with the text 'Search...' and a green search button. Below the search bar is a section titled 'Welcome to the City of Atlanta's Citizen Gateway' with the text: 'We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use all the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust with this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.' To the right of this section is a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', and a blue 'Login >' button.

5. SCROLL DOWN TO GENERAL SEARCH, ENTER PERMIT NUMBER (ZLA-***) AND PERMIT TYPE (BUSINESS LICENSES) THEN CLICK "SEARCH"**

General Search

General Search

Record Number:

Permit Type:

Permit Name:

Start Date:

End Date:

License Type:

State License Number:

First:

Last:

Name of Business:

Street No.:

Quadrant:

Street Name:

Street Type:

Unit Type:

Unit No.:

Parcel No.:

City:

State:

Zip:

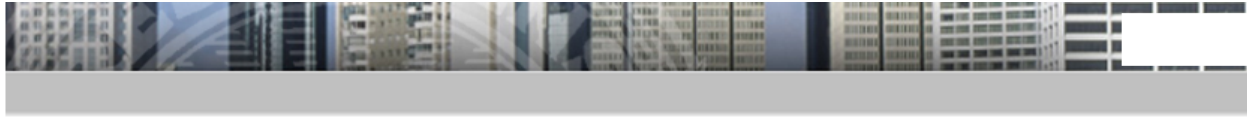
Business License #:

► [Search Additional Criteria](#)

Search

Clear

6. ACCOUNT DETAILS WILL APPEAR. CLICK ON "PAYMENTS" THEN CLICK "FEES"



[Register for an Account](#) [Login](#)

License Requirement:

****Mechanical, electrical, plumbing, and any other type of technical permits can only be selected if your license is linked to your account under the Account Management link. This must be completed by the Office of Buildings staff. If you are applying for any type of mechanical, electrical, or plumbing permit under any other type of permit it will be voided. Any questions should be directed to the Office of Buildings Self Service staff at 404-330-6290.****

[Home](#) **[Building](#)** [Planning](#) [Code Enforcement](#) [Fire](#)

Search Permits/Complaints

Record [REDACTED]
Business Licenses
Record Status: License Approved

Record Info ▾	Payments ▾	Custom Component
	Fees ←	
	Trust Account Information	

Work Location

Record Details

Applicant:

Project Description:

7. FEE WILL APPEAR. CLICK "PAY FEES"

Home **Building** Planning Code Enforcement Fire

Search Permits/Complaints

Record
Business Licenses
Record Status: License Approved

Record Info ▾ Payments ▾ Custom Component

Fees

Outstanding:

Date	Invoice Number	Amount	
11/16/2017	896774	\$50.00	Pay Fees

Total outstanding fees: \$50.00

8. TOTAL FEES WILL APPEAR. CLICK "CONTINUE APPLICATION"

Home **Building** Planning Code Enforcement Fire

Search Permits/Complaints

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. A \$4.50 convenience fee has been added to your total fee.

Application Fees

Fees	Qty.	Amount
Business License Zoning Review	1	\$50.00

TOTAL FEES: \$50.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

9. ENTER CREDIT CARD INFO AND CLICK "SUBMIT PAYMENT"

Home **Building** Planning Code Enforcement Fire

Search Permits/Complaints

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card


* indicates a required field.

Payment Options

Amount to be charged: \$50.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: 

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment >