



Community & Economic Development Department
100 North Jefferson Street - Room 608
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3300
Fax 920.448.3426

INSTRUCTIONS FOR ONLINE PAYMENT

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 email to 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#/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
- 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.***