760 Mattie Road, Pismo Beach, CA 93449
(805) 773-4658 | PismoBeach.org

ACI Payments Website and Online Payments for Planning Application Fees

Before making an online payment, you must submit a Land Use Application and receive an invoice from the Planning Division

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The City of Pismo Beach Planning Division accepts on-line payments for Planning Applications via the ACI Payments, Inc. website www.officialpayments.com.

Before making an online payment, you will need the following:

- Permit Number (ex: P24-000XXX)
- Site Address
- Planning Invoice (contact a Staff Planner to receive an invoice)

By using the ACI Payments, Inc. website:

- You can pay by Electronic Check, Visa, Mastercard, or American Express (credit/debit options may vary)
- A service fee will apply for e-checks and for credit/debit cards.
- For proof of payment, you must submit an e-copy of your receipt to your permits@pismobeach.org.

Step 1

From the ACI Payments, Inc. Home Page, select **'LOCAL PAYMENTS'**:

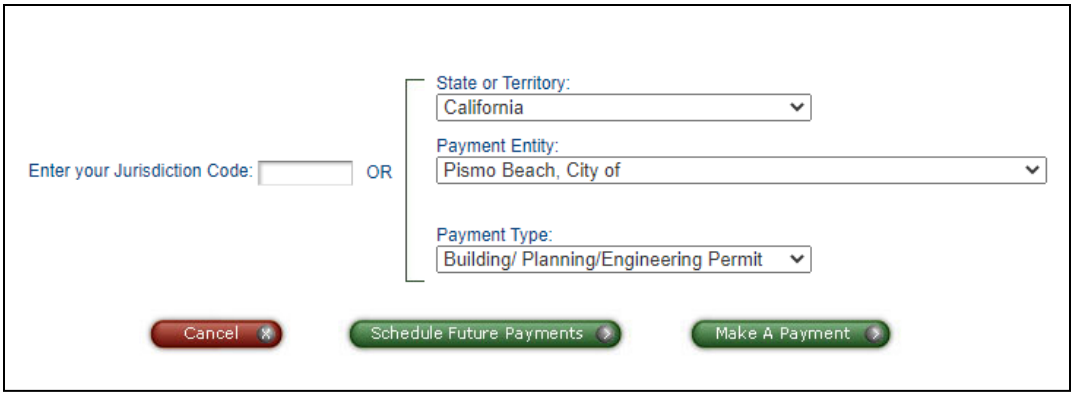


Step 2

Use the dropdown fields to enter the applicable jurisdiction information:

- State or Territory – California
- Payment Entity – Pismo Beach, City of

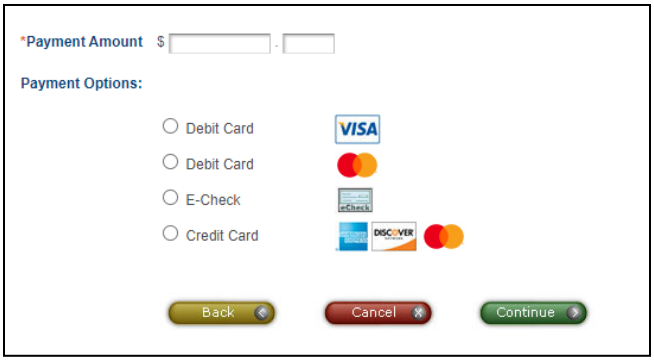
- Payment Type – Building/ Planning/Engineering Permit



To use either **debit** or **credit** card payments, select '**Miscellaneous Fee**' for 'Payment Type'

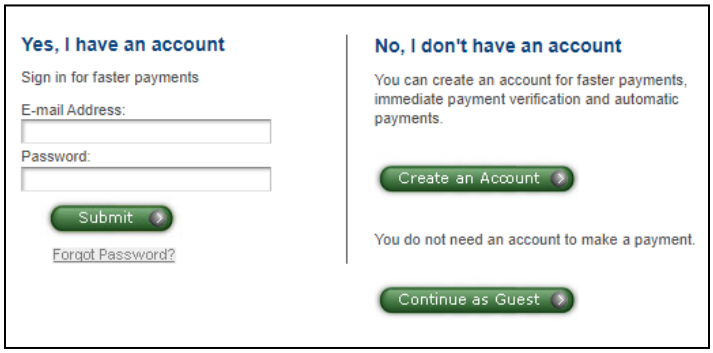
Step 3

Enter your payment amount, select payment option, then click 'Continue' to proceed with the payment process.



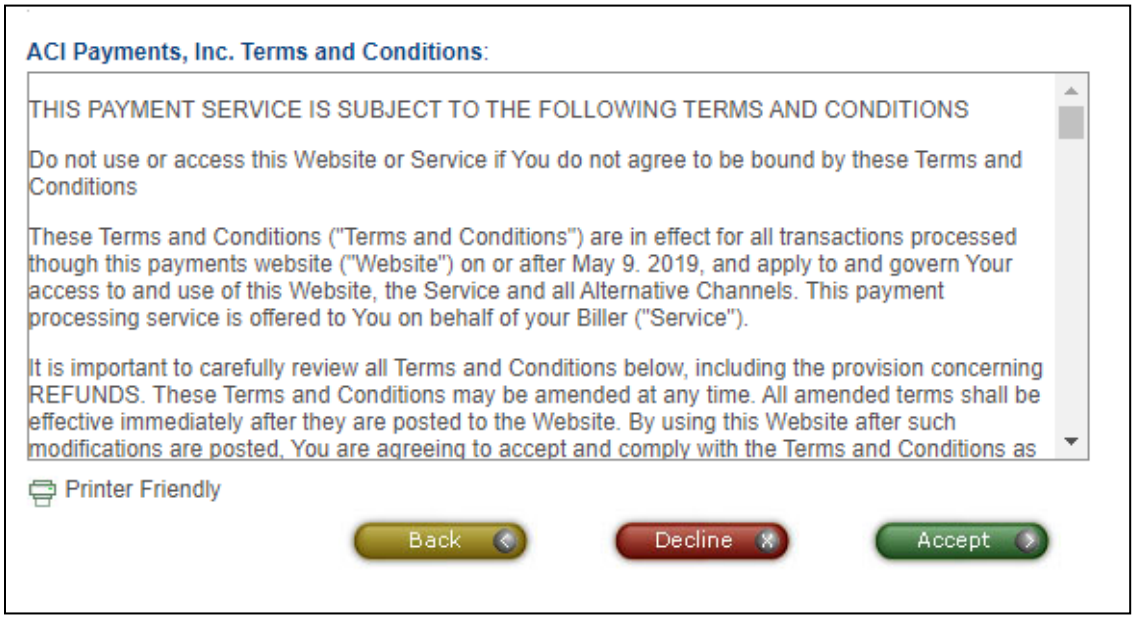
Step 4

You will be prompted to review and 'Accept' the payment service offered by ACI Payments, Inc. as the authorized entity to which you are making a payment. Please review the Terms and Conditions provided and click 'Accept' to proceed with your payment.



Step 5

If you already have an account through ACI Payments, Inc. you will be prompted to sign in. If not, you will be prompted to either 'Create an Account' or 'Continue as Guest'. For one-time payments, you may continue as a Guest.



Step 6

If continuing as 'Guest' or if you choose to 'Create an Account', you will be prompted to enter in 'Payer Information'. Complete all required fields and select 'Continue' to payment.

***** IMPORTANT – DOUBLE-CHECK THE ROUTING AND CHECKING ACCOUNT #'s BEFORE CONTINUING. ANY E-CHECK's RETURNED WITH AN INVALID ACCOUNT NUMBER STRUCTURE OR UNABLE TO LOCATE ACCOUNT MESSAGE WILL BE RETURNED AND AN ADDITIONAL $39 CHARGE WILL BE ADDED TO YOUR BALANCE. *****

Payer Information
(Information for the person making the payment.)

*Country: United States
*First Name:
Middle Name:
*Last Name:
Suffix: (Jr., Sr. etc.)
*Street Address:
*Town/City:
*State: - -
*Zip Code:
(Use this field for APO, FPO, AA, AE or AP codes.)
*Daytime Phone: ( ) -
E-mail Address:
(Required for an e-mail confirmation and online verification.)
Re-enter E-mail Address:

☐ Check here to set up reminders for future payments after you complete the current payment.

*Permit Number (ex: B21-000XXX, ENG21-000XXX or P21-000XXX):
*Project Site's Address:
*Property Owner's Last Name:
*Payment Type: - Select -

Payment Option
(May differ from the person owing the tax, bill, or fee.)

*Card Type: - Select -
*Card Number:
*Expiration Date: - - / - - (mm/yy)
*Card Verification Number:
(To determine the location of your Card Verification Number, click here.)

Payment Information

Payment Type:	Building/ Planning/Engineering Permit
Payment Amount:	$1.00
Convenience Fee:	$5.00
Total Payment:	$6.00

Back Cancel Continue

Step 7
Following payment, email a copy to The Planning Division to permits@pismobeach.org

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If you have any questions concerning these instructions, please contact the Planning Divsion at (805) 773-4658 If you have any questions regarding use of the ACI Payments, Inc. on-line service, please contact Vanessa Garris, Finance Manager, at (805) 773-7085 or vgarris@pismobeach.org.