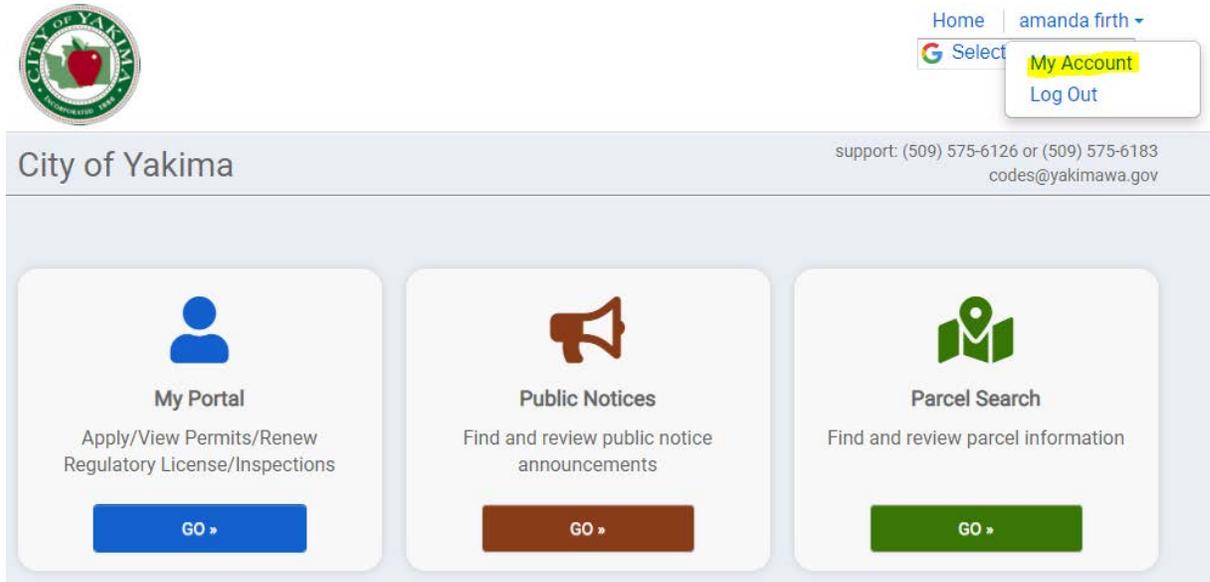


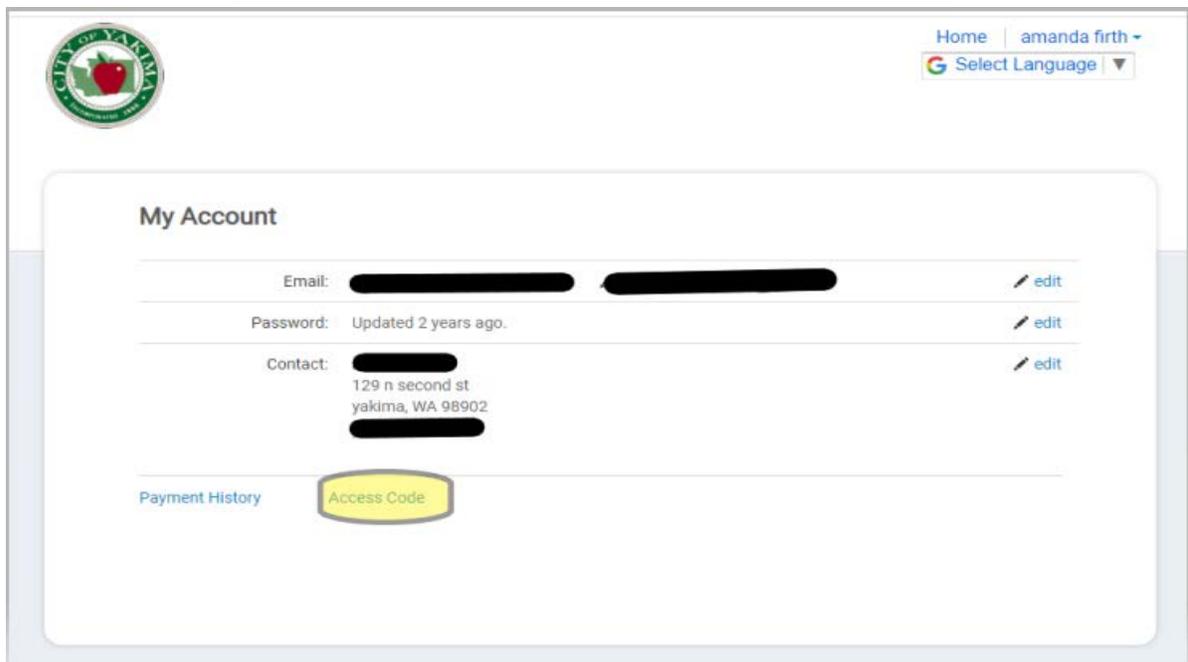
How to Complete Online Payments

1. Visit www.buildingyakima.com and log in. If you do not have an account, you will need to create one. You will need to have an access code to link your account to your permit. This access code can be provided to you by a permit technician. To add the access code continue reading the instructions below. If you have already linked your account skip to step 2.

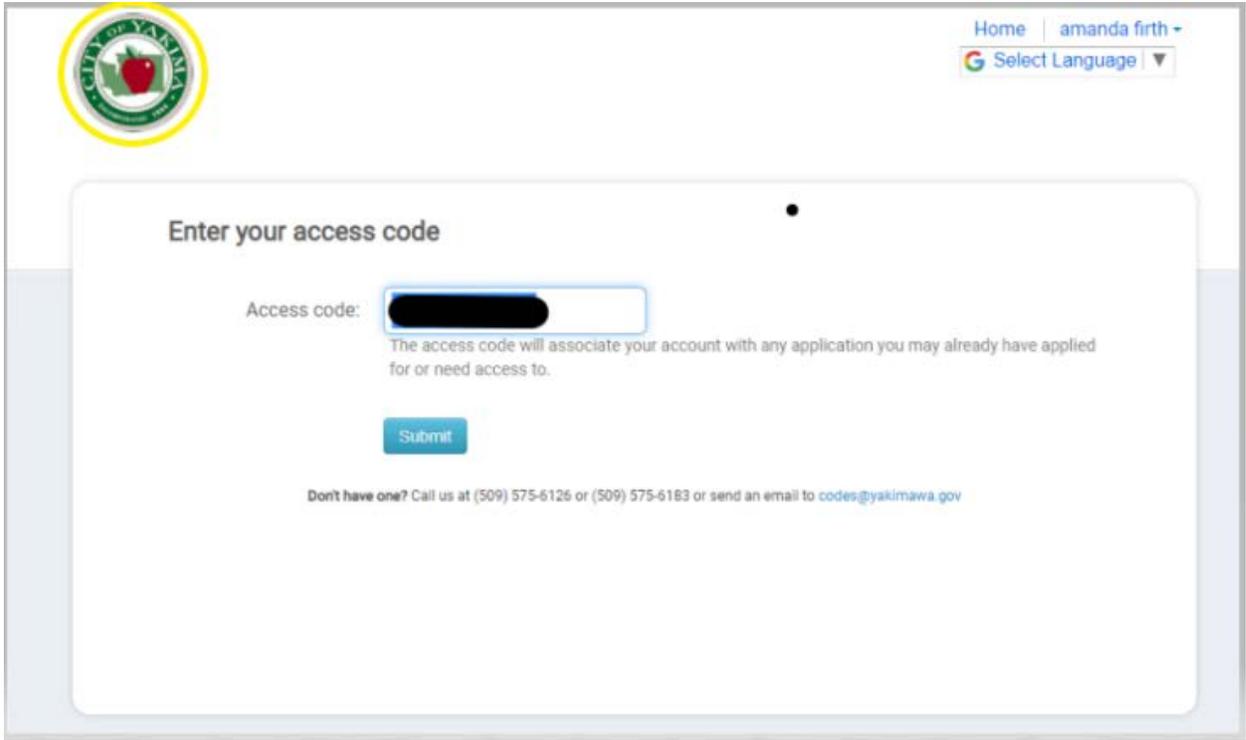
Once logged in, select “My Account” listed under the drop-down arrow on the top right-hand corner of the page.



Select “Access Code”.

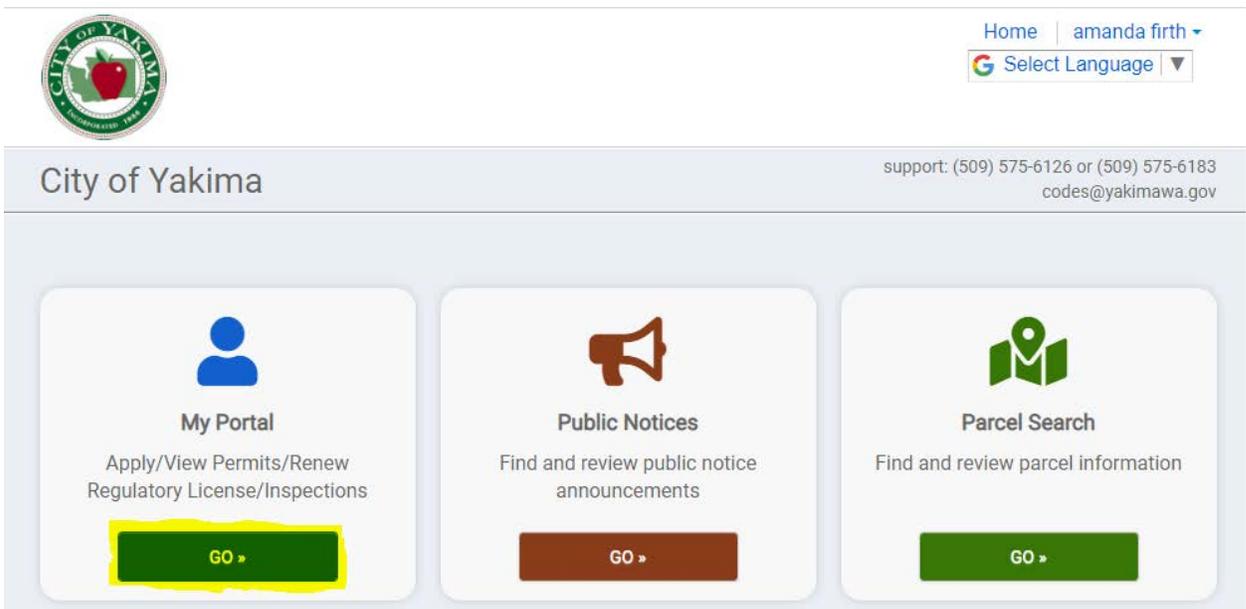


Input the access code in the appropriate field, and then select submit. Once the access code is accepted, click the City of Yakima logo on the top left-hand corner.



The screenshot shows the top navigation bar with the City of Yakima logo on the left, and links for "Home" and "amanda firth" on the right, along with a "Select Language" dropdown. The main content area is titled "Enter your access code" and contains an "Access code:" label next to a text input field. Below the input field is a "Submit" button. A note states: "The access code will associate your account with any application you may already have applied for or need access to." At the bottom, there is a link for users who don't have an access code: "Don't have one? Call us at (509) 575-6126 or (509) 575-6183 or send an email to codes@yakimawa.gov".

2. Select "Go" under "My Portal"



The screenshot shows the City of Yakima portal dashboard. The top navigation bar includes the City of Yakima logo, "Home", "amanda firth", and "Select Language". Below the navigation bar, the text "City of Yakima" is displayed on the left, and support information "support: (509) 575-6126 or (509) 575-6183" and "codes@yakimawa.gov" is on the right. The dashboard features three main service tiles: "My Portal" (with a person icon), "Public Notices" (with a megaphone icon), and "Parcel Search" (with a map icon). Each tile includes a brief description of the service and a "GO" button. The "GO" button for the "My Portal" tile is highlighted with a yellow border.

3. Select "Pay"



Home | amanda firth ▾
Select Language ▾

Applications

Contact Us

Q | Enter a permit or license number, address, or name SEARCH

Enter at least 2 characters



Apply Online
Apply online with our quick and easy process

APPLY »

\$60⁹²
Total due now

Pay Online
Pay your applications quickly and securely

PAY »

You have 1 inspection upcoming
01/28 AM 1729 S 68th Ave

My Inspections
Request an inspection when you are ready

REQUEST »

View Applications
24 active
1 expired / inactive
22 closed

My Applications
Review your applications and inspection results

VIEW »

4. Select "Add" and then, "Proceed to checkout"



Home | amanda firth ▾
Select Language ▾

Pay Online

Click "add" to add the item to your shopping cart.

Add All to Cart

M220053
Residential-Mechanical
Removal of wood stove and installing a new wood st...

Fees: **\$60.92**

+ Add

Cart

Your cart is empty.

Proceed to checkout

- Review and select "Proceed to Checkout"

Review your invoice

Item Number	Total Amount Due	Payment
M220053	\$60.92	\$60.92
Total:	\$60.92	\$60.92

[edit invoice](#)

****Acceptable methods of online payments are Visa, Discover and Mastercard.***

PLEASE NOTE THE MAXIMUM NUMBER OF ONLINE PAYMENTS THAT CAN BE PAID AT ONE TIME IS (4) FOUR.

If you have more transactions than four, they need to be paid in a separate transaction. Thank you.

[Proceed to Checkout »](#)

- Complete your payment on the following page.

Make a Payment

My Payment

Permits/Licenses

Amount Due \$60.92

Due Date 01/26/2022

Payment Information

Frequency One Time

Payment Amount \$60.92

Payment Date Pay Now