How to locate and pay your permit fees online. Updated October 2026

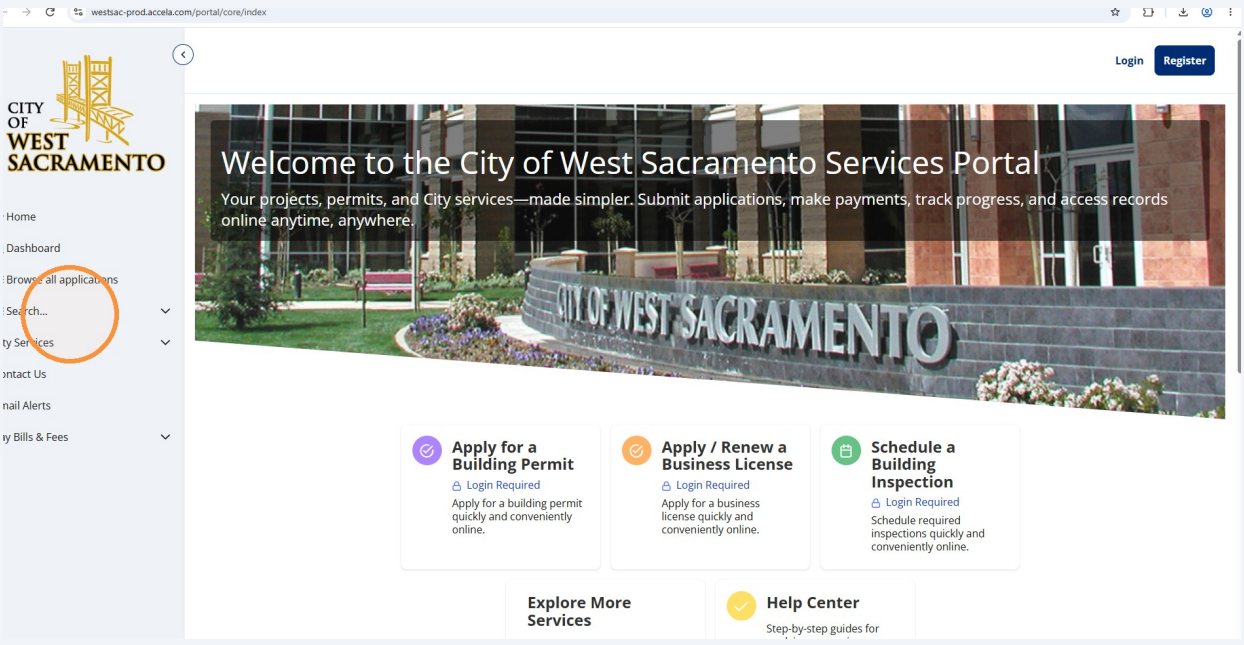
A 3% convenience fee will be added to transactions paid online.

1 Navigate to the West Sac Services Portal formally ACA

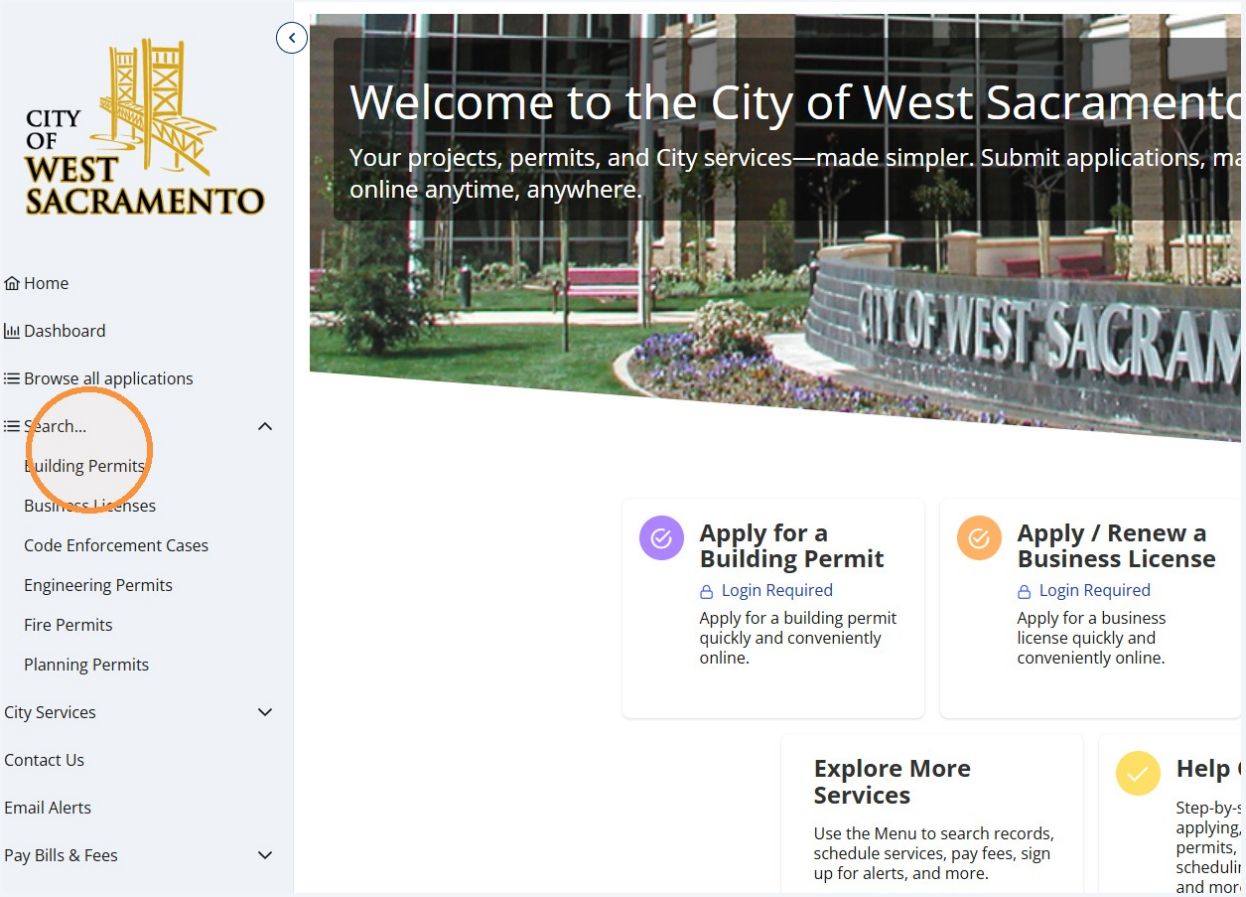
This CANNOT be accessed on a mobile device.

If you have West Sac Services account **and are linked to your permit**, you may go straight to your "My Records" collection to select the project you are working on.

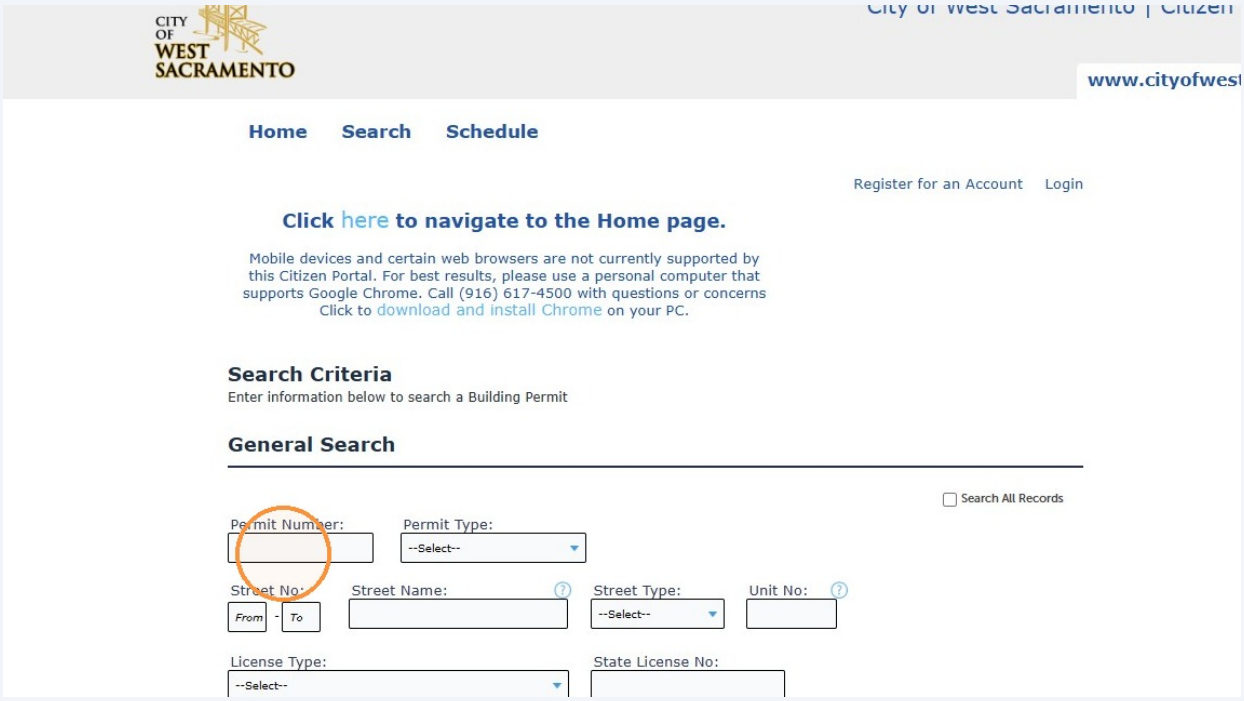
2 Expand the "Search" drop-down arrow.



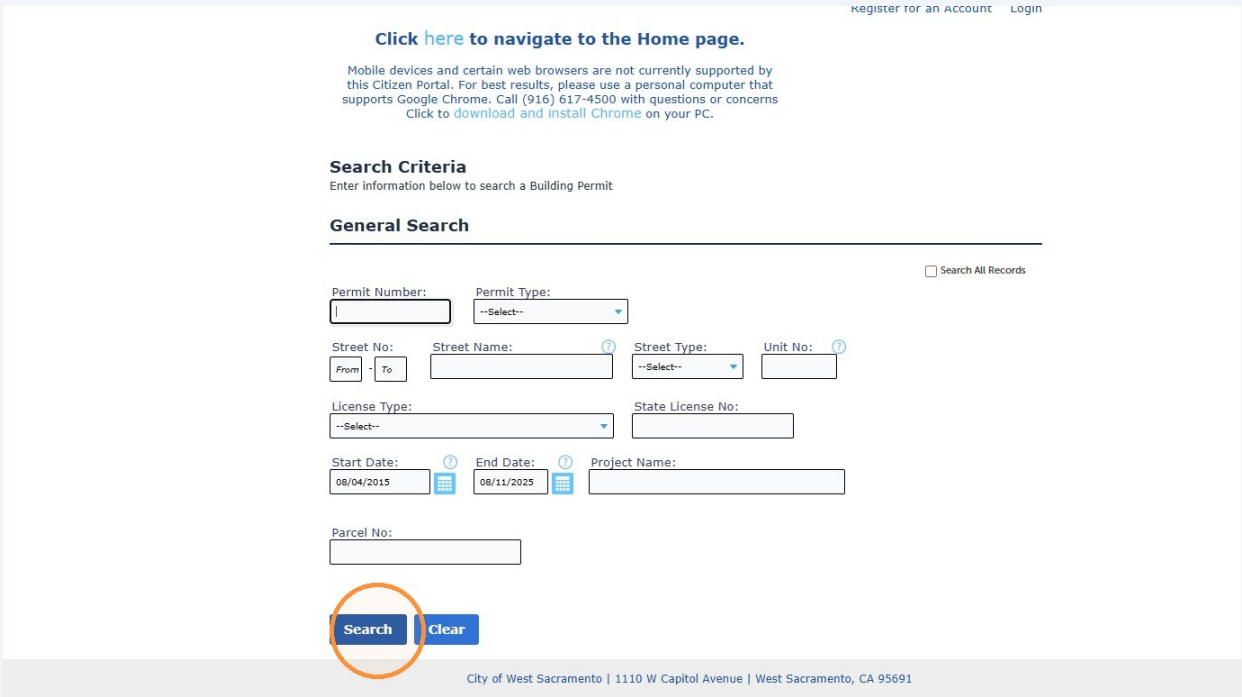
3 Select the permit type that you intend to pay for, "**Building Permits**" or "**Engineering Permits**." If you need to pay for multiple permits, the system only allows to pay for one permit at a time.



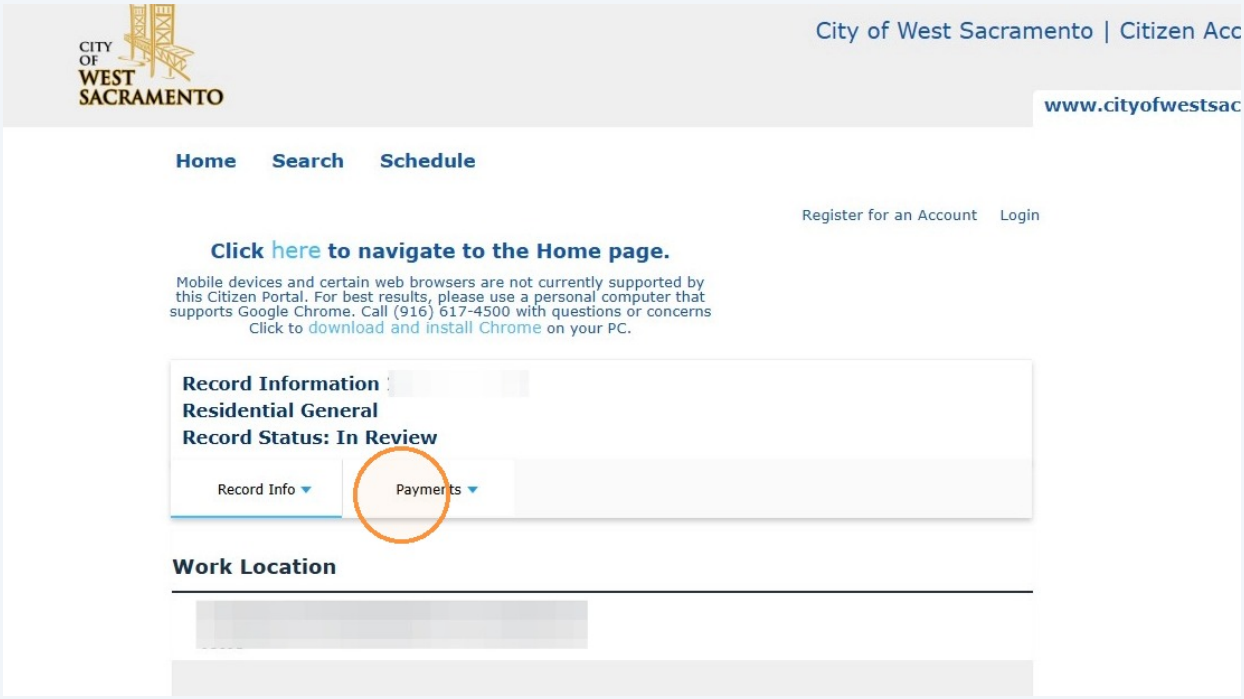
4 Click "Permit Number" — **Type your permit number that was provided to your by the permit technician OR the jobsite address. DO NOT type both, with this search, less information will provide you more.**



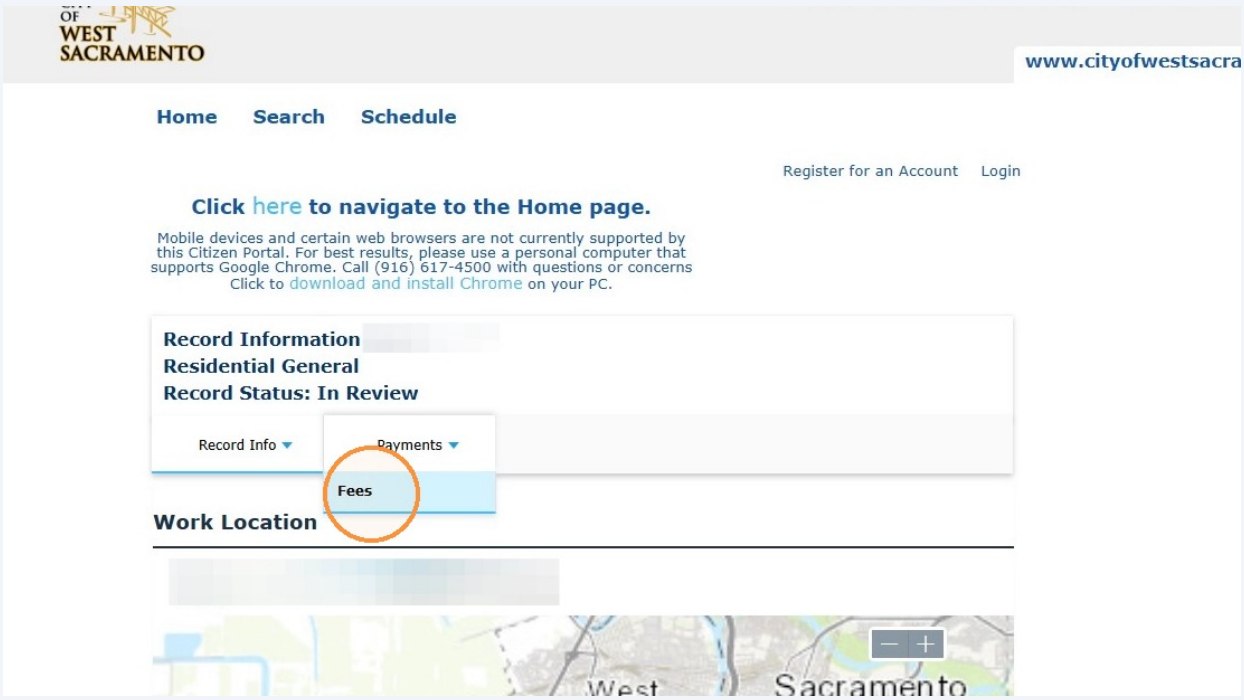
5 Click "Search"



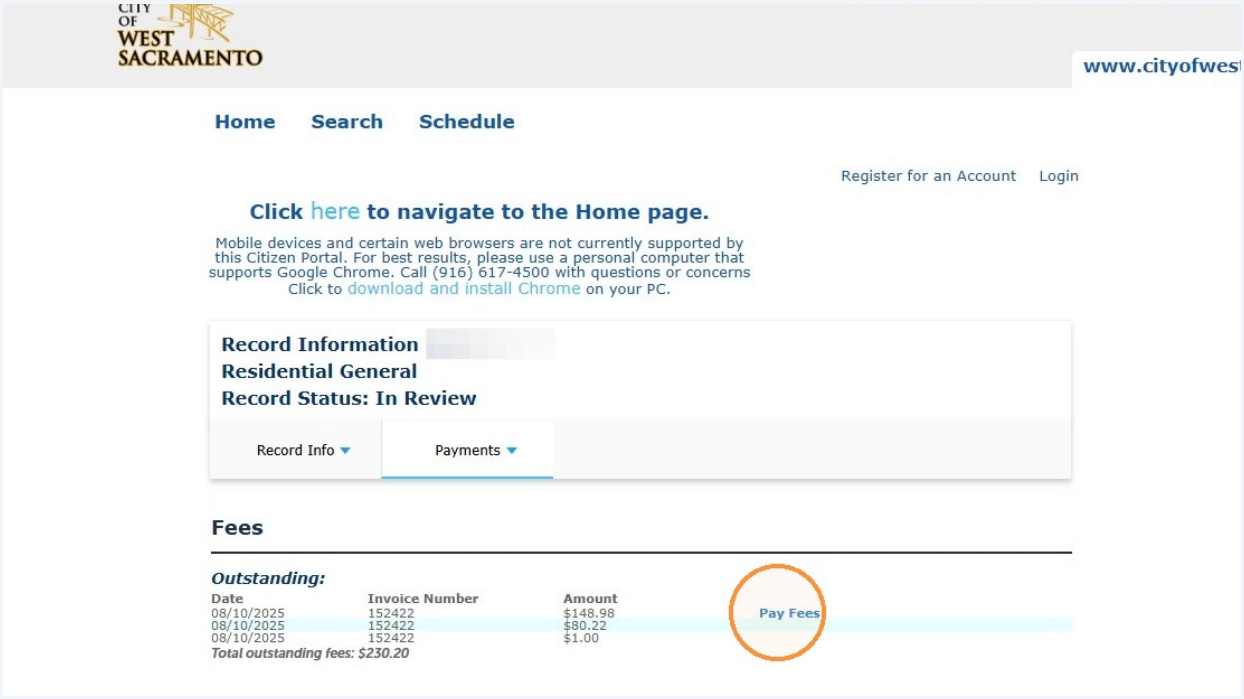
6 Click "Payments"



7 Click "Fees"



8 Click "Pay Fees"



9 Click "Continue Application." If you get an **error message,** contact the Permit Center by phone or e-mail, so we can assist you.

A 3% convenience fee will be added to transactions paid online.

Permit Center: **Phone: (916) 617-4645, Option 1**
buildingpermits@cityofwestsacramento.org

