

How to Pay Online

Once permit fees have been invoiced, there are two different ways to pay online.

Without an Account

For this option, no permitting account is necessary.

1. Go to the website: <https://aca-prod.accela.com/TACOMA/Default.aspx>
2. Enter the record number in the search tool at the top right-side corner of the screen:



3. Select the Record Number link:

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Date	Record Number	Record Type
04/21/2021	PRE21-0111	Pre-Application

4. Select the drop down box for **Payments**, then choose fees:



5. Choose **Pay Fees** and follow the rest of the prompts:

Fees

Outstanding:

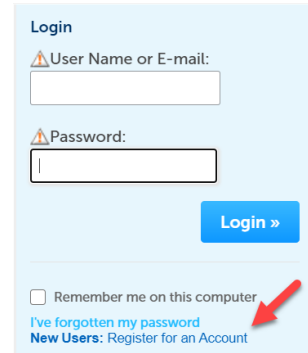
Date	Invoice Number	Amount	
04/23/2021	462741	\$1,300.00	Pay Fees

Total outstanding fees: \$1,300.00

With an Account

For this option, you will need to have an active account that is linked to the permit.

If you are an owner or financially responsible party, and would like to have full access to a permit record (for easier payment access, detailed document and status availability, etc.), a permitting account will need to be created online: <https://aca-prod.accela.com/TACOMA/Default.aspx>



Once the account is created, email AppServices@cityoftacoma.org to request that the account be linked to the permit record.

Once the account is active and linked, these easy steps can be used for online payment:

1. Login to your [Tacoma Permits \(ACA\)](#) account
2. Select the record number under **My Records**
3. Select **Fees** under the **Payments** drop down menu
4. Select the **Pay Fees** link
5. Select **Check Out** and follow the remaining prompts to enter payment information.



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.