

# ONLINE PAYMENTS

1. Visit the City of Coral Gables website at [www.coralgables.com](http://www.coralgables.com) and select **CITY SERVICES-> Permits and Inspections.**



2. If needed a video tutorial click on [Watch the instructional video](#) [mp4] otherwise scroll down to



3. To make payments or schedule inspections you must first register as a **New User.**
4. Fill in the information requested: name, address, e-mail address, etc. and choose a username and password. **Next Step.**
5. You will need the **Permit OR Customer Number.** If you are using a permit number you must enter the dashes, for example, BL-08-07-1234. This will link your registration account to all of your permits. If you do not see all your permits you may have more than one customer number.
6. You are now logged into the Permit and Inspections site as a registered user. You will see several options to the left of the screen beginning with **Permits Inquiry.** You will also see two options directly below your customer name, **My Permits | Schedule Inspections.** My Permits will only show permits that you are the Applicant/Customer to. Permits Inquiry lets you see any permits from your search criteria. For example, you can search for all permits at a particular address. Use standard abbreviations such as ST, AVE, DR, etc. If you wish to search using partial information, use the \*. For example: \*405 Biltmore\*. The easiest way to access a permit to pay fees or schedule an inspection is to use the permit number (no dashes are required here).

7. Once you have selected a permit, you will be viewing basic permit information as below:



8. The **Viewing** area is a scroll down menu that you can select **Actions/Status** to view Plan Review approvals and comments; Inspection results and comments as well as schedule outstanding inspections. You can select **Fees** from the scroll down menu if you wish to make an online payment using a credit card.