



How to Pay an Invoice

(For Applications that are NOT displayed on your dashboard)

There may be instances where you need to submit payment for an application in which you are not listed as the applicant, or you may wish to have someone else not listed on the application submit the payment. Below are the instructions for completing this process.

You will need the invoice number to access the invoice.

Step 1: Pay Invoice: Click on the **Pay Invoices** button on the top ribbon

Community Development Department
401 McIntire Road, North Wing
Charlottesville, VA 22902
434-296-5832

Login or Register

Planning & Codes Home Apply Today's Inspections Map Fee Estimator Pay Invoices Search Records Calendar

Here to Serve You

Walk-In Lobby Hours: Monday-Friday, 8:00AM-5:00PM (except for County Holidays)

- Request Inspection**
Click here to request inspections
- Apply**
This tool can be used to apply for a permit, plan or license.
- Report a Concern**
If you have a concern about a building, engineering, or zoning code violation within Albemarle County, let us know about it.
- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**
Use this tool to pay for individual invoices.
- Map**
Explore the map to see the activity occurring in your neighborhood.

Step 2: Enter Invoice Number: In the search box enter the invoice number you wish to pay. Including the prefix INV-

Invoice Search

Search for invoices using entire invoice number, including any prefixes or suffixes

Search

Click **Search**.

Step 3: Click on the Pay Now

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Invoice Number: INV-00000931

[Pay Now](#)



Invoice Total: \$1,960.00

Status: Invoiced, Past Due

Invoice Date: 09/16/2024

Due Date: 09/16/2024

Description: NONE

[Primary Fees](#)

[Misc Fees](#)

[Payments](#)

[Attachments](#)

[Contacts](#)

Primary Fees

Sort

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Permit Fee (Commercial) - AC	\$1,710.00	\$1,710.00	BLDC-2024-00003	Permit	
Plan Review Fee (Commercial) - AC	\$90.00	\$90.00	BLDC-2024-00003	Permit	
State Surcharge Fee (Building) - AC	\$36.00	\$36.00	BLDC-2024-00003	Permit	
Technology Surcharge - AC	\$74.00	\$74.00	BLDC-2024-00003	Permit	
Zoning Fee - AC	\$50.00	\$50.00	BLDC-2024-00003	Permit	

Step 4: Payments: Select your preferred payment method—either credit card or eCheck. Once you select which method you would like to use, please fill out the fields that appear. Once all required fields have been filled out, provide an email address to which you would like a copy of the receipt sent.

Enter your payment information

How are you going to pay?

- Enter new credit card
- Enter new eCheck

*A non-refundable processing fee will be added to the total amount due. You will not be charged until you review your payment on the next step.


Step 5: Review Your Payment: Review your payment method and the summary of charges. Once you have reviewed the information and are ready to submit your payment, click **Submit Payment**.

Complete your payment

Review your payment method

Mastercard ending in
Expiration date **2/26**

Summary of charges

INV-00000	\$1,960.00
Subtotal	\$1,960.00
 Processing fee	\$63.70
Total	\$2,023.70

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

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[Submit payment](#)

Step 6: Receipt: Thank you for your payment. Your receipt will load, and a copy will be emailed to your provided email address.

*If you have any questions regarding how to pay an invoice, please contact the Application Services Team at applicationservices@albemarle.org