



HOW TO PAY FEES USING DEVHUB

DEVELOPMENT HUB PDX

LET'S GET STARTED

- Fee payment is available on DevHub for BDS online Trade permit applications, Urban Forestry online permit applications, and a number of other permits – from noise variance to street use. Please reference the table to the right for a full list of fee payment options.
- To access the online permitting portal, go to the Development Hub webpage at: <https://devhub.portlandoregon.gov>.
- Select **Login / Register** tab.
- You will be prompted to login using your *PortlandOregon.gov* **User Name** and **Password** OR create a New Account if you don't already have one.
- After you are logged in, you will be on the Development Hub PDX Welcome page.

BUREAU	Permit Type	Apply Online	Pay Online	Schedule Inspections Online
LEGEND: ✓ AVAILABLE USING DEVHUB ✗ NOT CURRENTLY AVAILABLE USING DEVHUB				
BDS	ELECTRICAL	✓	✓	✓
BDS	MECHANICAL	✓	✓	✓
BDS	PLUMBING	✓	✓	✓
URBAN FORESTRY	ONLINE PRUNING	✓	Not Applicable	Not Applicable
URBAN FORESTRY	REMOVAL/REPLANT	✓	✓	✗
URBAN FORESTRY	ROOT PRUNING	✓	✓	✗
PBOT	STREET USE	✗	✓	✗
CIVIC LIFE	NOISE VARIANCE	✗	✓	✗
CIVIC LIFE	NOISE COMPLAINT	✗	✓	✗
FIRE & RESCUE	FIRE SYSTEMS	✗	✓	✗

Please Note: To access instructions on how to apply for and pay for a permit, please reference the Rapid Start User Guide for [BDS Trade Permits](#), or [Urban Forestry Permits](#).

1 FIND YOUR FEE

OPTION 1: Search for outstanding permit fee(s)

- Click on the **View/Pay Fees** tab.
- You can search for permit by IVR number, Permit number, or street address; enter information in the appropriate field, and click **Search**.
- Locate the correct permit or address in the list of search results, and click **Continue** next to the permit you would like to pay for.
- Click the checkbox next to the permits to be paid and click the **Pay selected fees** button.

OPTION 2: Search for permit(s) that you have applied for online

- From the Development Hub home page, select **My Bills** tab.
- Locate and click the checkbox next to the permits to be paid and click **Selected Fee Detail** button.
- Click the checkbox next to the permits to be paid and click the **Pay selected fees** button.

2 PAY YOUR FEE

- Select Payment Type: **Credit Card** or **Electronic Check**.
Accepted Credit Cards: MasterCard, VISA, Discover and American Express
- Complete the payment information fields as indicated. Click **Submit Payment**.
- You will be prompted to print a receipt if you would like one.
- Click **Finish** or (Optional) Click **Apply for Another Permit**.
Depending on the permit type, the permit may be emailed momentarily (after your payment is processed), or you will receive an email communicating next steps in your application process.

