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.

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: Pay for any permit fee - Search for outstanding permit fee(s) by IVR, permit number, or street address

☐ 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: Pay for your permits - Search for permit fees(s) that you have applied for

☐ From the Development Hub home page, select My Bills tab.

Select My Bills tab view all unpaid permit fees associated with your account (i.e. the account you are logged into).

☐ 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.