



PLANS AND PERMITS

Fee Payment

Fee Payment Task

A task assignment email notifies the applicant to pay fees to complete the Prescreen Review. Fees must be paid for the project to be accepted for formal review. The application moves to Department Review once fees are paid.

Step 1: Click on the 'Project Access' link in the email from 'FriscoPlansAndPermits'. The email content lists the assigned Project Number and task.

Project No:	SP20-0103
Description:	SITEPLAN Retail Pad Sites
Address:	Preston Rd & Lebanon
Task:	Fee Payment
Project Access	

Step 2: Log in to ProjectDox. The ProjectFlow Task List has the Fee Payment task link. Also included in the grid is the Project Number and date the task was assigned. In the Task List, click the 'Fee Payment' task link.

ProjectFlow Task List			
Refresh Save Settings			
TASK	PROJECT	INSTANCE	
Contains...	Contains...	Contains...	
Fee Payment	SP20-0103	SP20-0103 - Planning - 12/30/2020 8:43:09 AM	

Step 3: The eForm allows the applicant to pay fees. Project information can be found in the eForm tabs including fees due for payment.

Project Information	Notes	Contacts Information	Resources	Project Fees
Description		Amount	Paid	Balance Due
SINGLE FAMILY PRELIM PLAT - EPR		100	No	100

Step 4: The eForm allows the applicant to pay fees by Credit Card or eCheck. Select payment method and check the boxes to continue to the payment dialogue.

Payment

- If a Payment is required, you will be directed to Authorize.net secure payment screens. After click complete.
- A convenience fee of 2% for Credit Card and 0.75% for Electronic Check will be added.
- The transaction limit for Electronic Check is \$50,000.
- If you wish to pay by paper check, deliver or mail to "City of Frisco Development Services 6101 this task which will then display a \$0 Fee Amount. To exit this window, click "Save For Later".

Fee Amount: \$100.00

Payment Method: Credit Card

Click Continue to pay fees or move the project to the next step if no fees are due.

By checking this box, the cardholder acknowledges and agrees to the City of Frisco's Terms and Conditions prior to executing a payment.

Step 5: Enter billing information on this page. Payment information will be entered on the following secure portal form.

Amount Due \$102.00 + \$2.04 service fee

Company Name

First Name *

Last Name *

Address 1 *

City *

Province/State *

Postal Code/Zip Code *

Country *

Pay Now

Step 6: Enter Credit Card or Bank Account information to finalize payment. Allow time for processing before closing windows.

Order Summary

PO Number

Total \$ 100.00

Credit Card

Exp. Date Card Code

Billing Address

First Name Last Name

Billing Country

Street Address

State

City

Zip

Phone Number

Order Summary

PO Number

Total \$ 100.00

Credit Card Bank Account (USA Only)

Bank Name Name On Account

Account Number ABA Routing Number

Bank account type

Billing Address

First Name Last Name

Billing Country

Street Address

State

City

Zip

Phone Number



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- Step 6:** An email will notify the applicant of a successful payment with a receipt.
- Step 7:** A separate email confirms successful completion of Prescreen and the project moving to Department Review. The applicant can access the project to check its status.

Frisco Notice - Prescreen Complete	
Project No:	SP20-0103
Description:	SITEPLAN Retail Pad Sites
Address:	Preston Rd & Lebanon
Project Access	

- Step 8:** The applicant will receive notification by email to Revise and Resubmit any necessary modifications. It is important to respond in a timely manner to avoid delays or disapproval to the [‘Revise and Resubmit’](#) task.