

Making a Payment

We will create an invoice for you and let you know when you need to make a payment. You can pay at any time.

- Log into your online account.
- Click on the My Work tab in the black bar.
- Select My Invoices.
- Select the invoice(s) you want to pay.
- You can view the invoice, print it or add it your Cart for payment.
- From your Cart, you can add or remove invoices and then Check Out.
- You can only pay online with a credit card (Discover, Visa or Mastercard). You must pay the invoice in full online.
- You will receive an email receipt once you have completed the payment.

Payments by Check or Wire:

- Include a copy of your invoice with the check. Or include the invoice number or permit number on the check or wire instructions.
- Make checks payable to “City of Sunnyvale.” Include to the attention of the One Stop Permit Center in the mailing address. You may mail your check or bring it to the Permit Center.
- You can view your receipts online. Choose a paid invoice number and select the Payments button.

Sunnyvale.ca.gov/PermitCenter
408-730-7444