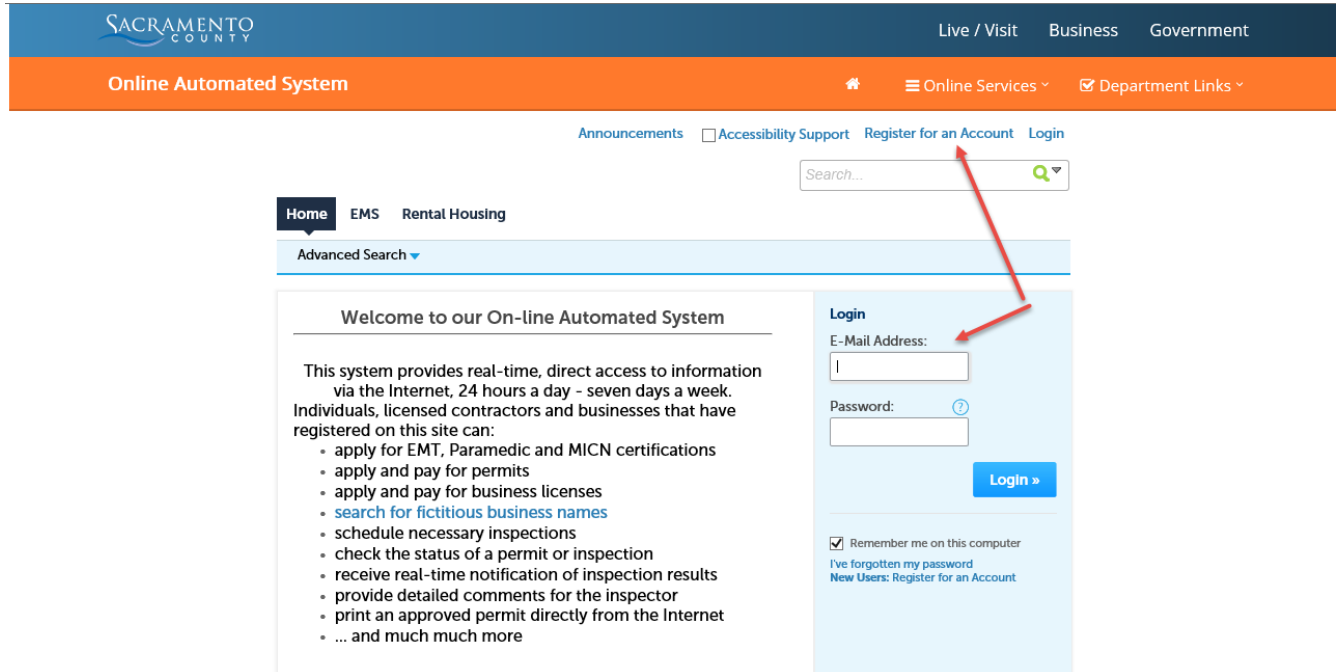


## Instructions for paying for an existing Tree Permit

April 14, 2021

If you have received word that your Tree Permit is ready to print or if fees are ready to be paid, this is the process.

1. Go to <https://actonline.saccounty.net> and login or create an account.



2. Click the Search for a Tree Permit or Planning Project link



## Instructions for paying for an existing Tree Permit

April 14, 2021

- If you created the permit online you will see it in the list of Records. If you did not create the permit you will need to do a search to find it. To pay fees on a permit you created online, click the Pay Fees Due link.

[Apply for a Tree Permit](#)   [Search for a Tree Permit or Planning Project](#)

### Records

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Created Date	Record Number	Record Type	Record Name	Status	Action
<input type="checkbox"/>	03/12/2019	<a href="#">TREE2019-00089</a>	Planning - Trees		Approved Pending Payment	<a href="#">Pay Fees Due</a>

If you need to search for a permit, in the General Search section you can either search using a Tree Permit number or an address.

**IMPORTANT!** If entering a permit number it must be in the same format as you see in the picture. If using an address, just use a street number and street name. You can also use a parcel number if you have it. Again, it must be entered in the format in the picture. Only use one option.

### General Search

Search my records only

Application Number:  Project Name:

Start Date:  End Date:

Street No.:  Street Name:

Parcel No.:

**If you have the Permit number, enter it into this field exactly. DO NOT enter information into more than one field. Fill out one field and leave the other fields empty.**

▶ Search Additional Criteria

When you have entered your information, click search.

## Instructions for paying for an existing Tree Permit

April 14, 2021

- On the permit details screen, click the arrow to expand the Fees section.

Record TREE2019-00089: [Add to collection](#)  
Planning - Trees  
Record Status: Approved Pending Payment

Record Info ▾ Payments **Fees**

**Fees** Trust Account Information

Work Location  
9700 GOETHE  
95827

If you owe fees you will see a Pay Fees link. Click it to start the process.

### Fees

#### Outstanding:

Date	Invoice Number	Amount	
03/12/2019	1115325	\$1.35	<a href="#">Pay Fees</a>
03/12/2019	1115325	\$30.00	

Total outstanding fees: \$31.35

- The next page provides information about the fees. Click Continue when ready.
- Select the method of payment and click Submit Payment

### Payment Options

Amount to be charged: \$31.35

- Pay with Credit Card  
 Pay with Bank Account

[Submit Payment »](#)

You will be taken to our third party payment processing site. Complete the payment information and submit. When payment is done click the link to return to our County website.

## Instructions for paying for an existing Tree Permit

April 14, 2021

All fields are required. When completed, click Continue. You will then see a review page, if all information is correct, click Submit Payment.

### Shopping Cart Sacramento County Treasury Cashiering

Item Type	Reference #	Amount	Subtotal	\$ 31.35
Sacramento County Tre	134212	31.35	Convenience Fee	\$ 1.95
			<b>Total</b>	<b>\$ 33.30</b>

---

### Payment

Credit Card

Name on Card

Card #

Expires

Card Security Code

All Fields Required

**All Fields Required**

Street Address

City

State/Province

ZIP/Postal Code

Country

Phone #

Email Address

Your email address will only be used for communications concerning your payment and will not be shared with third parties.

Clear Payment Information
Continue

You will then see a Confirmation page. You can print a receipt if needed. Click the Return to Sacramento County On-Line Services web site to return to our site.

### Receipt

Shopping Cart					
#	Description	Amount	Fee		
	Sacramento County Treasury Payment 134212	\$ 31.35	\$ 1.95		
Payments					
Action	Status	Via	Account Information	Amount	Fee
Charge	Complete	Credit Card	Visa CC# ****1111	\$ 31.35	\$ 1.95
<b>Subtotal:</b>				<b>\$ 31.35</b>	<b>\$ 1.95</b>
<b>Total (Payment + Fee):</b>				<b>\$ 33.30</b>	

[« Return to Sacramento County On-Line Services web site.](#)

## Instructions for paying for an existing Tree Permit

April 14, 2021

- When you return to our site you should be on this page. If you click the button labeled Print/View Tree Permit it will open up a copy of your Tree Permit in PDF format. You can print this and keep it for your record. There is also a like back to your permit details.

[Home](#) [EMS](#) [Rental Housing](#) [Building](#) [Business](#) [Planning, Trees](#) [more ▾](#)

[Apply for a Tree Permit](#) | [Search for a Tree Permit or Planning Project](#)

### Record Issuance

You have paid a fee associated to this Record.  
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.  
**Your Record Number is TREE2017-00193.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Tree Permit](#) ← **Click to print the permit**

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.) ← **Click to see permit details**