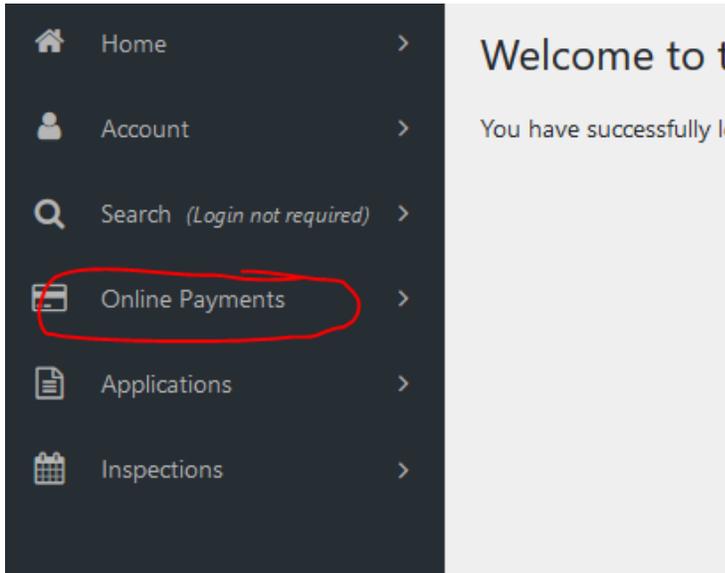


The Inspections Department announces the implementation of the shopping cart feature to LDO.

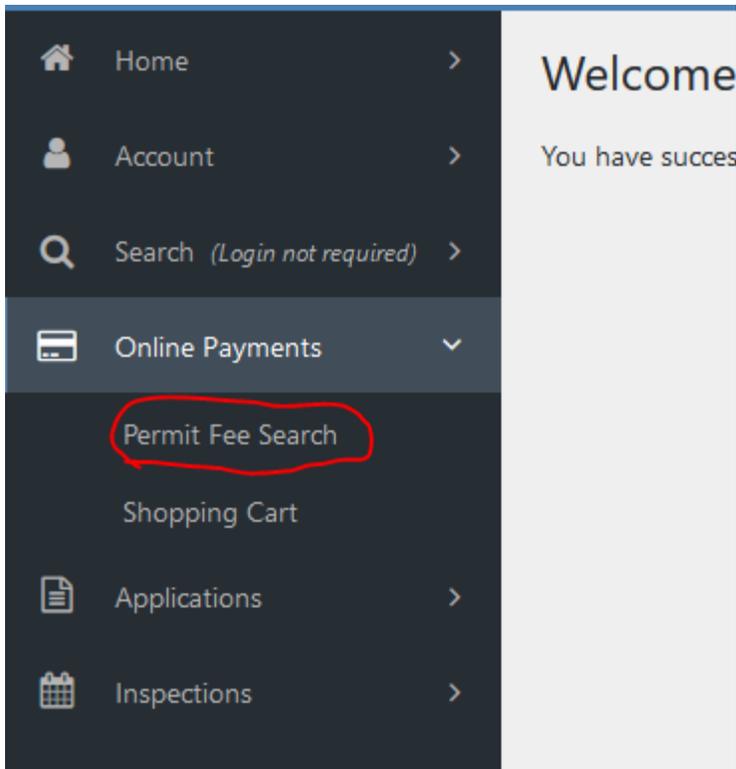
Below is helpful information in navigating the shopping cart.

Login to the LDO website at <https://ldo4.durhamnc.gov/DurhamWeb/>

Click on Online Payments



Then click on Permit Fee Search



Enter the permit number and click Search

## Permit Fee Search

You can search for permit fees by Permit Number.

Please note the following transaction limits: \$25,000 limit on credit and debit cards, \$100,000 on e-check

Permit Number:

At the bottom of the screen you will see Outstanding Application Fees field.

[Outstanding Application Fees](#)

Fee Type	Fee Amount	Add to Shopping Cart
Application Fee	\$125.00	<input type="checkbox"/>
Homeowner Recovery Fund	\$10.00	<input type="checkbox"/>
Planning Zoning Fee	\$31.20	<input type="checkbox"/>

[New Permit Fee Search](#)

You will see all fees that need to be paid for this permit. You will see a checkbox on each line of the fees. To select the fees to be paid, click each check box. You can choose one, two or all three to be added to the shopping cart.

[Outstanding Application Fees](#)

Fee Type	Fee Amount	Add to Shopping Cart
Application Fee	\$125.00	<input checked="" type="checkbox"/>
Homeowner Recovery Fund	\$10.00	<input checked="" type="checkbox"/>
Planning Zoning Fee	\$31.20	<input checked="" type="checkbox"/>

[New Permit Fee Search](#)

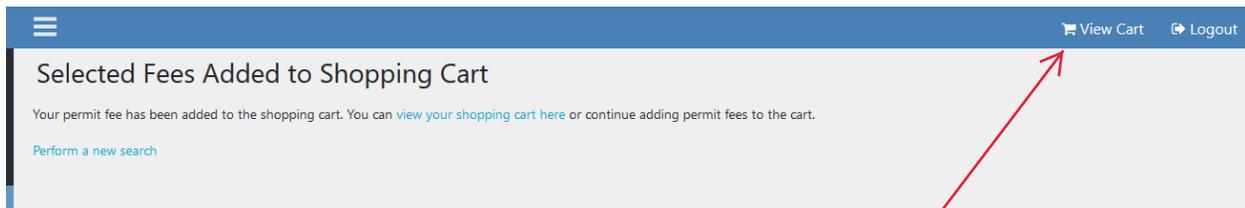
Once you have clicked the fees, click on the Add Fee(s) to Shopping Cart button.

[Outstanding Application Fees](#)

Fee Type	Fee Amount	Add to Shopping Cart
Application Fee	\$125.00	<input checked="" type="checkbox"/>
Homeowner Recovery Fund	\$10.00	<input checked="" type="checkbox"/>
Planning Zoning Fee	\$31.20	<input checked="" type="checkbox"/>

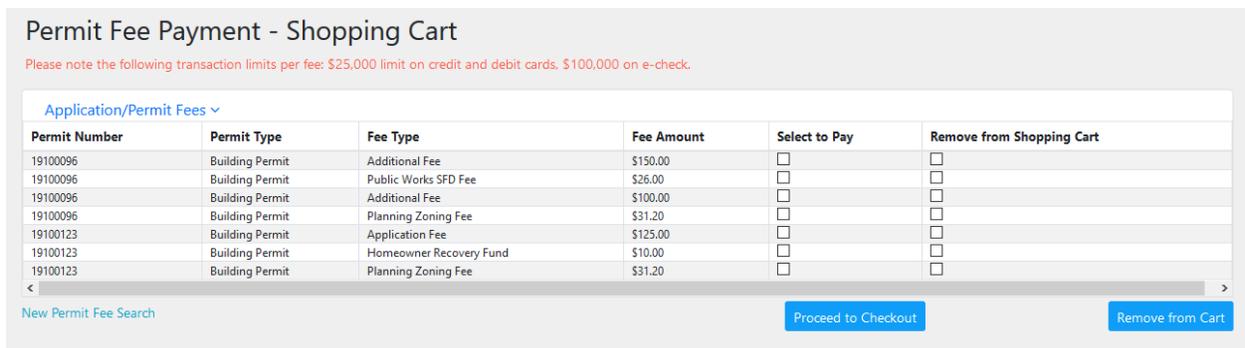
[New Permit Fee Search](#)

The next screen will look like this



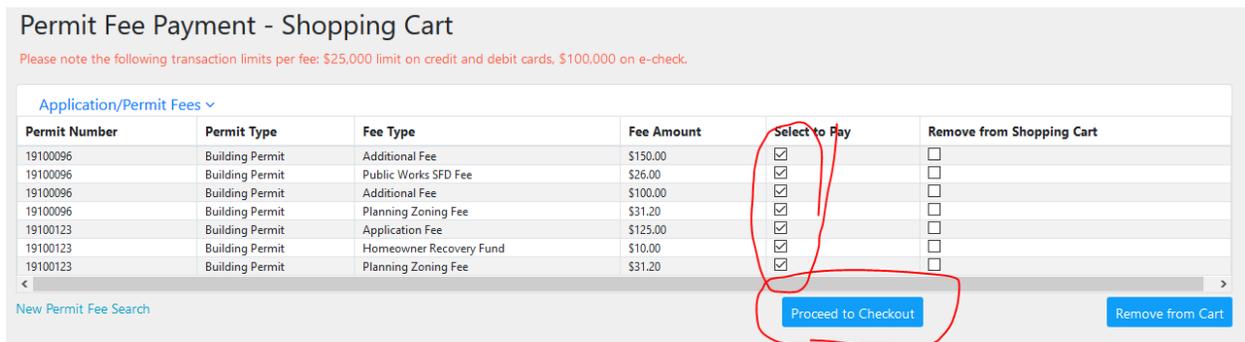
At this point you can click [view your shopping cart here](#) or the [View Cart icon](#) in the title bar and proceed to paid the fees, or you may click on [Perform a new search](#). If you click on Perform a new search it will return you to the permit fee search page, where you can proceed to enter a different permit and add those fees to the shopping cart. The shopping cart will allow fees from different permits to be paid at the same time.

At this point if you are ready to pay the fees, click on the shopping cart. The shopping cart screen will look like this.



From this screen you can see all fees that are in the shopping cart and the related permit number. At this point you will need to select which fees are to be paid by clicking the checkbox on each line under the Select to Pay column. The shopping cart feature will only allow EIGHT fees to be paid at one time. You can select one to eight fees. If you do not select a fee, it will remain in the shopping cart to be paid at a later date. You can also choose to remove a fee from the shopping cart by clicking on the checkbox on each line under the Remove from Shopping Cart column then click on Remove from Cart button.

Select all fees to be paid. And click the Proceed to Checkout button.



You will now be taken to the Paymentus screen. It will look the same with the addition of showing all the fees.

**Payment Components**

Payment Type	Account Number	Payment Amount
Building Inspectio...	19100096	150.00
Building Inspectio...	19100096	26.00
Building Inspectio...	19100096	100.00
Building Inspectio...	19100096	31.20
Building Inspectio...	19100123	125.00
Building Inspectio...	19100123	10.00
Building Inspectio...	19100123	31.20

**Payment Method**

Credit Card

---

Debit Card

Fill out the pertinent information to pay the fees. For this example, a credit was chosen to complete the transaction and click the Continue button.

On the Payment Details screen, click authorize and then click the pay button.

**Payment Details**

Please note the following transaction limits: \$25,000 limit on credit and debit cards, \$100,000 on e-check.

Payment Method

\*\*\*\*\*1111

**Payments**

Payment Type	Account Number	Payment Amount	Paymentus Fee
Building Inspections	19100096	\$150.00	\$4.95
Building Inspections	19100096	\$26.00	\$0.86
Building Inspections	19100096	\$100.00	\$3.30
Building Inspections	19100096	\$31.20	\$1.03
Building Inspections	19100123	\$125.00	\$4.13
Building Inspections	19100123	\$10.00	\$0.33
Building Inspections	19100123	\$31.20	\$1.03

Payment Amount  
\$473.40

+

Paymentus Fee  
\$15.63

=

Total Amount  
\$489.03

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

By clicking the **PAY** button, you agree to the service fee charged by **Paymentus** to be added to this payment.

Click the **PAY** button to complete your payment.

< Back

Pay \$489.03

When the payments are accepted, you will see the Payment Details screen. This will give you information on each transaction. You may have to scroll down to see all the transactions. At this point you can print out a copy of the receipts. Also, a receipt will be sent to your registered email account.

## Payment Details

Please note the following transaction limits: \$25,000 limit on credit and debit cards, \$100,000 on e-check.

To print this payment receipt page, please use the Print command on your browser.

### Payment Receipt

Item 0

Receipt Number: **435512849**

Name: [REDACTED]

Email Address: [REDACTED]

Permit number: **19100096**

Application Type: **Building Permit**

Payment Status: **ACCEPTED**

Payment Date: **January 14, 2021**

Payment Card/Bank Number: \*\*\*\*\*1111

Payment Method: **Visa**

Payment Amount: **\$150.00**

Item 1

Receipt Number: **435512848**

Name: [REDACTED]

Email Address: [REDACTED]

Permit number: **19100096**

Application Type: **Building Permit**

Payment Status: **ACCEPTED**

Payment Date: **January 14, 2021**

Payment Card/Bank Number: \*\*\*\*\*1111

Payment Method: **Visa**

Payment Amount: **\$26.00**

Item 2

Receipt Number: **435512851**

Name: [REDACTED]

Email Address: [REDACTED]

Permit number: **19100096**

Application Type: **Building Permit**

Payment Status: **ACCEPTED**

Payment Date: **January 14, 2021**

Payment Card/Bank Number: \*\*\*\*\*1111

Payment Method: **Visa**

Payment Amount: **\$100.00**

If there are more fees you need to pay, just start this procedure over from the beginning.

**\* NOTE:**

The online fee payment works in conjunction with Paymentus. Paymentus has established limitations on the fee amounts that can be paid using a credit card, debit card and Echeck.

Please note the following transaction limits per fee: \$25,000 limit on credit and debit cards, \$100,000 on e-check.

With the shopping cart feature, this limit is for each fee. For example, if using a credit card or debit card to pay multiple fees in the shopping cart, each fee can be up to \$25,000.00. If using an Echeck to pay fees in the shopping cart, each fee can be up to \$100,00.00.

As an example an impact fee of \$210,000.00. Since there is a limit of \$100,000.00 for an Echeck, the impact fee will have to be broken into three separate payments.

Click all three checkboxes under the Add to Shopping Cart column and click Add Fee(s) to Shopping Cart button.

Outstanding Application Fees ▾		
Fee Type	Fee Amount	Add to Shopping Cart
Impact Fee - Street	\$100,000.00	<input checked="" type="checkbox"/>
Impact Fee - Street	\$100,000.00	<input checked="" type="checkbox"/>
Impact Fee - Street	\$10,000.00	<input checked="" type="checkbox"/>

New Permit Fee Search Add Fee(s) to Shopping Cart

Click all three checkboxes under the Select to Pay column and click the Proceed to Checkout button.

Permit Fee Payment - Shopping Cart					
Please note the following transaction limits per fee: \$25,000 limit on credit and debit cards, \$100,000 on e-check.					
Application/Permit Fees ▾					
Permit Number	Permit Type	Fee Type	Fee Amount	Select to Pay	Remove from Shopping Cart
19101113	Building Permit	Impact Fee - Street	\$100,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19101113	Building Permit	Impact Fee - Street	\$100,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19101113	Building Permit	Impact Fee - Street	\$10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New Permit Fee Search Proceed to Checkout Remove from Cart

All three fees are ready to be paid.

Payment Type	Account Number	Payment Amount
Building Inspectio...	19101113	100000.00
Building Inspectio...	19101113	100000.00
Building Inspectio...	19101113	10000.00

**Payment Method**

    Credit Card

  Debit Card

 eCheck / Bank Account

Proceed to enter payment information and click continue.

 **Confirm Payment**

**Payment Method**  Bank Account: \*\*\*\*\*1111  
Routing Number: \*\*\*\*\*0247

**Payments**

Payment Type	Account Number	Payment Amount	Paymentus Fee
Building Inspections	19101113	\$100,000.00	\$0.50
Building Inspections	19101113	\$100,000.00	\$0.50
Building Inspections	19101113	\$10,000.00	\$0.50

**Payment Amount** \$210,000.00 + **Paymentus Fee** \$1.50 = **Total Amount** \$210,001.50

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

By clicking the **PAY** button, you agree to the service fee charged by **Paymentus** to be added to this payment.

Click the **PAY** button to complete your payment.

As depicted above, this allows payment of the maximum amount per line (transaction).

When the payments are accepted, the results will be available on the Payment Details screen.

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To print this payment receipt page, please use the Print command on your browser.

### Payment Receipt

Item 0

Receipt Number: **435512913**

Name: [REDACTED]

Email Address: [REDACTED]

Permit number: **19101113**

Application Type: **Building Permit**

Payment Status: **ACCEPTED**

Payment Date: **January 14, 2021**

Payment Card/Bank Number: **\*\*\*\*\*1111**

Payment Method: **Check**

Payment Amount: **\$100,000.00**

Item 1

Receipt Number: **435512912**

Name: [REDACTED]

Email Address: [REDACTED]

Permit number: **19101113**

Application Type: **Building Permit**

Payment Status: **ACCEPTED**

Payment Date: **January 14, 2021**

Payment Card/Bank Number: **\*\*\*\*\*1111**

Payment Method: **Check**

Payment Amount: **\$100,000.00**

Item 2

Receipt Number: **435512915**

Name: [REDACTED]

Email Address: [REDACTED]

Permit number: **19101113**

Application Type: **Building Permit**

Payment Status: **ACCEPTED**

Payment Date: **January 14, 2021**

Payment Card/Bank Number: **\*\*\*\*\*1111**

Payment Method: **Check**

Payment Amount: **\$10,000.00**