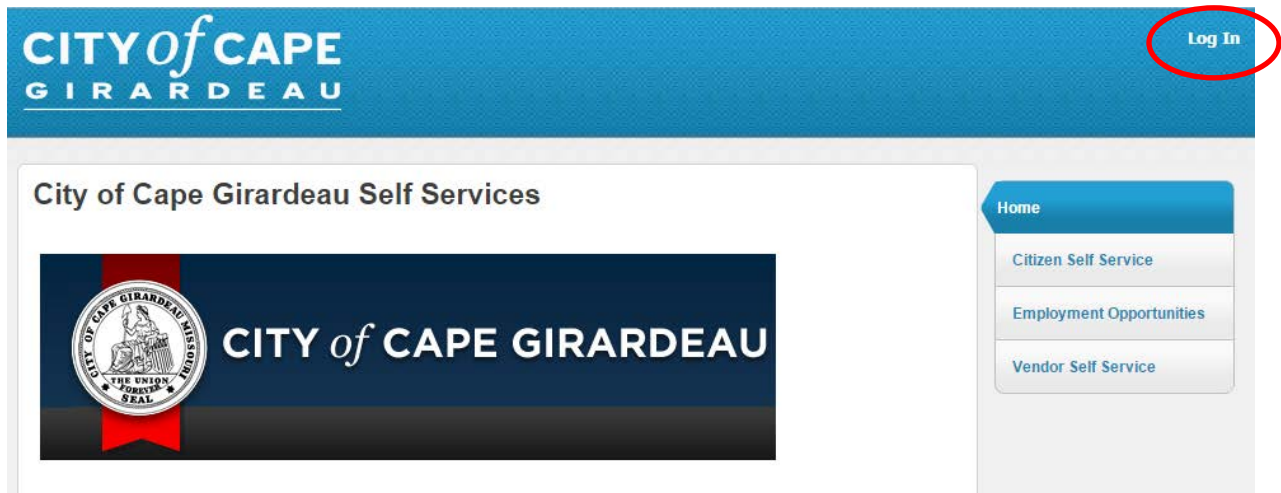
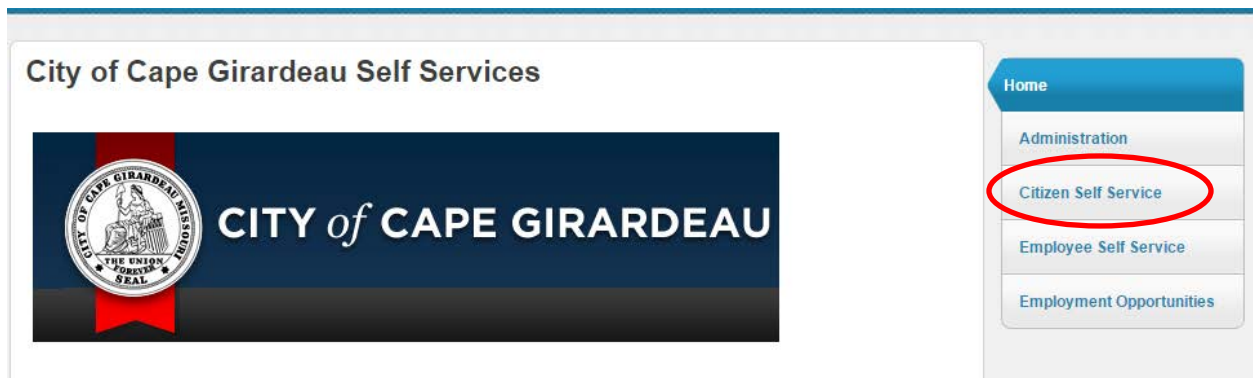


How to pay for a permit online

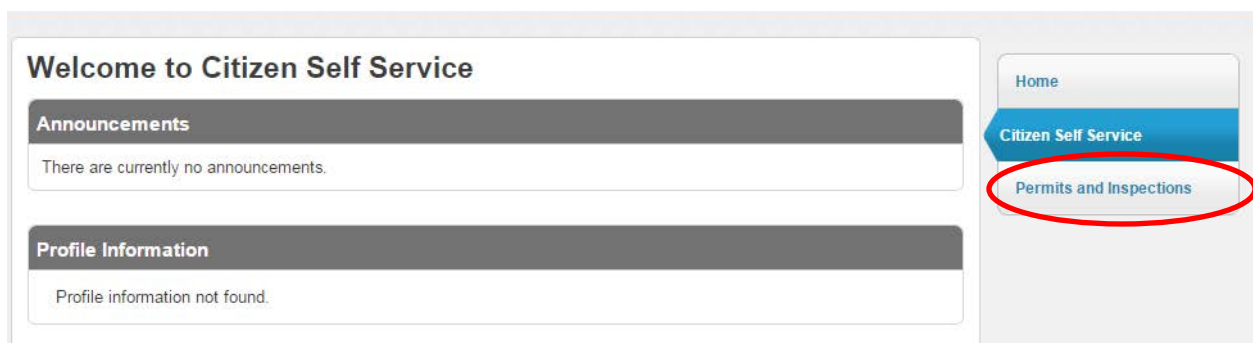
Go to: <https://capegirardeaumo.munisselfservice.com/css/citizens> and log in to your account



After you log in, click on Citizen Self Service on the right hand side of the screen:



Click on Permits and Inspections on the right hand side of the screen:



Enter the Application Reference number you received when you applied for the permit online and click Search:

## Permits and Inspections

[Apply Online](#)

Application reference

Status ☐ Active Applications only  
☐ Unperformed Inspections only  
☐ Remember these values

[Home](#)  
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**[Permits and Inspections](#)**  
[Contact Us](#)

Locate the permit you want to pay for in the list of Applications and click Details to the right side:

## Permits and Inspections

### Search Results

[Modify Search](#) | [New Search](#)

[1 Application](#) | [0 Inspections](#)

☐ Show active Applications only

Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due	
1157 SOUTH WEST END BOULEVARD	CAPE GIRARDEAU CITY OF / CITY OF CAPE GIRARDEAU	211090028001000000	ACTIVE	2275	\$20.00	\$20.00	<a href="#">Details</a>

☐ Show unperformed Inspections only

**Inspections \* (0 found)**

Found no Inspections matching the search criteria.

\* List only includes inspections with no associated application.

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**[Permits and Inspections](#)**  
[Contact Us](#)  
**[Search Results](#)**  
[New Search](#)

Verify the checkbox to the left of the permit is checked and the correct Balance Due is shown, then click Add to Cart at the bottom of the screen:

## Permits and Inspections

Application reference 2275

Status ACTIVE / IN REVIEW

Project/Activity SIGN PERMIT

Location 1157 SOUTH WEST END BOULEVARD  
CAPE GIRARDEAU

Owner CAPE GIRARDEAU CITY OF

Parcel ID 211090028001000000

[View Application Information](#) [View Issue Alerts](#)

Permits (1 found)

<input checked="" type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due		
<input checked="" type="checkbox"/> Pay	SIGN PERMI	REVIEWING	\$20.00	\$20.00	<a href="#">Details</a>	<a href="#">Alert</a>

Inspections (3 found)

<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due		
<input type="checkbox"/> Pay	FOOTING/SLAB	CAPE GIRARDEAU CITY OF / CITY OF CAPE GIRARDEAU			\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>
<input type="checkbox"/> Pay	ELECTRICAL ROUGH IN	CAPE GIRARDEAU CITY OF / CITY OF CAPE GIRARDEAU			\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>
<input type="checkbox"/> Pay	FINAL SIGN	CAPE GIRARDEAU CITY OF / CITY OF CAPE GIRARDEAU			\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>

select Permits/Inspections you would like to pay now, then click "Add to Cart"

\* Indicates pending web payments exist that are not reflected in the Payments/Credits amount at this time.  
Additional payments cannot be made until pending payments have been processed.

Home

Citizen Self Service

Permits and Inspections

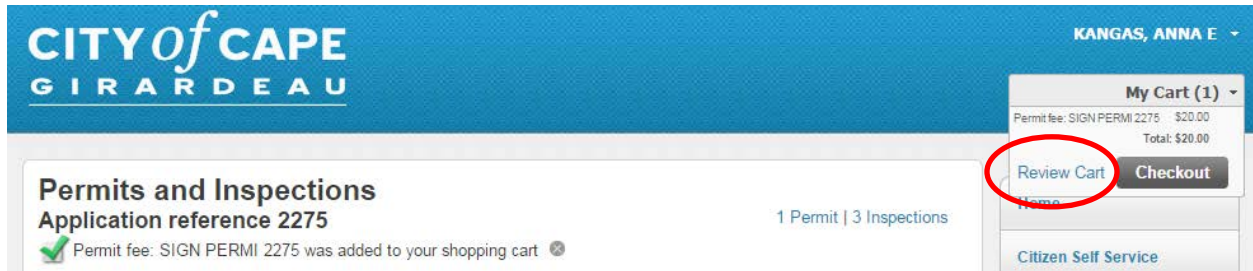
Contact Us

Application Details

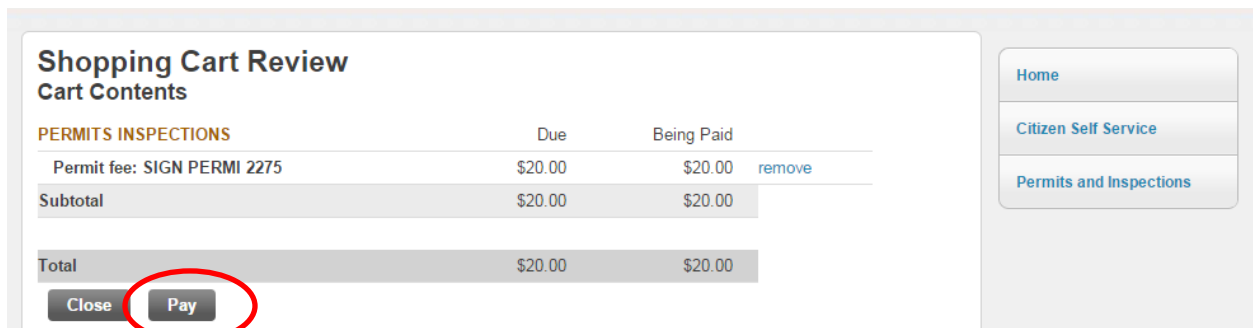
Search Results

New Search

At the top right of the screen, My Cart will pop up and show the total amount due. If you need to add another permit to your cart, click on Permits and Inspections, search for the next permit, and repeat the steps from above. If this is the only permit you want to pay for at this time, click on Review Cart.



Verify all the items are in the cart. If an item was added by mistake, click remove to the right to remove it from the cart. Otherwise, click Pay.



Enter your payment information and click Continue. You may pay by e-check, or VISA, Mastercard or Discover debit or credit card. Please note: there is a Service Fee added to online payments.



Cape Girardeau, City of, MO  
Permits

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount \$20.00

Payment Method

☒ Debit Card or Credit Card

Card Number	Expiration Date	Security Code	<a href="#">What is this?</a>
<input type="text" value="*****1111"/>	<input type="text" value="01 - Jan"/> <input type="text" value="2016"/>	<input type="text"/>	

☐ Bank Account

[Cancel](#)

Please note you will not be charged until you Submit at end.

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Cape Girardeau, City of, MO

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### Review & Accept Terms

Payment Method	Amount	Service Fee	Total
<b>VISA</b> Ending in 1111	\$20.00	\$1.95	\$21.95

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**Please enter your account information**

**Name**

First Name MI Last Suffix

**Country**

United States ▼

**Address**

Street Address

Street Address 2

Apartment or Suite Number

City MS Zip Code

**Day Time Phone Number**

☒ US ☐ International

( ) -

Note: Please provide area code and extension in case we need to contact you regarding your payment.

**Enter your e-mail**

E-mail Confirm E-mail

Bill Number: 0  
Bill Year: 2015  
Account Number: PRM|2275|S100|29347  
Customer ID: 0  
Session ID : 568024274~1

Please note you will not be charged until you Submit at end.

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Verify your Account Information and click Submit. You should receive a payment confirmation.



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**Review And Submit**

Payment Method	Amount	Service Fee	Total
<b>VISA</b> Ending in 1111	\$20.00	\$1.95	\$21.95

<b>Account Information</b>	<b>Name</b>	Test Card
	<b>Street Address</b>	401 Independence
	<b>City</b>	Cape Girardeau
	<b>State</b>	MO
	<b>Zip Code</b>	63703
	<b>Country</b>	United States
	<b>Phone</b>	(573) 339 - 6327
	<b>Email</b>	akangas@cityofcape.org

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**Submit**

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

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