1. Q: How do I pay my Saturday Inspection Fee online?
   A: Follow the Steps Below *(You can only pay one fee per transaction)*

   **Step 1:** Click the link below to access the fee online

   [Public Works - Saturday Inspection Fee](#)

   **Step 2:** Click Add to Cart
Step 3: Select Create New Account (if you do not already have one) OR Login with your username and password. Your username must be a valid email address.

Step 4: Enter the required information. Please enter the company’s address **not** your personal address (*please list company name on the second line in address section, see example below). Click Next to continue.
Step 5: Continue entering required information. *Please note that this online system only allows users to pay for the inspection fee. Any text message or email alerts are not associated with your transaction or Public Works and Transportation Department. These notifications are from activities within the Parks and Recreation Department. If you do not wish to receive these notifications do not agree and uncheck any box that is checked to receive.*

Step 6: Continue entering required information for yourself
Step 7: Under your account information please enter the email address your as the Alternate ID. Create your password using the required format. Check the “I am not a robot” box and then Create Account button.
Step 8: On the Membership Sale Form, please choose No, don’t automatically renew this Membership when it expires. *If you choose Yes, you would be
authorizing your credit card to be charge automatically as a system default.

**Membership Sale Form**

- **Package Details**
  - **Name**: Public Works - Saturday Inspection Fee
  - **Description**: Individual
  - **Category**: Adult
  - **Standard Price**: $100.00
  - **Maximum Uses**: 0

**Choose Membership Automatic Renewal**

- No, don't automatically renew this Membership when it expires
- Yes, do automatically renew this Membership when it expires

[Add to my Cart]

**Step 9: Participant Information** – your name will default in Selected Participant box, Click Continue to add the item to your shopping cart.
You will need to check the box next to “Agree to Waiver. The waiver is a generic release in the system.

Select Check Out to make payment. A receipt will be emailed to you for your records.
Waiver

Waiver: In consideration of my (and/or my child's) participation in this activity, I hereby release and discharge the Organization, and its representatives, successors, and assigns, from any and all liability arising from accident, injury, and illness that I (he/she) may suffer as a result of my (our) participation in this activity. I (we) also will follow the rules and regulations set by the Organization and above named parties. Parent or guardian must sign for anyone age 18 and under. I do hereby grant and give these groups the right to use my or my child(s) photograph or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.