



How to: Print Receipts

1. Log in to the [Applicant Portal](#)
2. Click on the **Permits Menu**

PERMITS INSPECTIONS REVIEWS VIOLATIONS LICENSES CERTIFICATIONS RECEIPTS RESOURCES

Cart Checkout

The following activities can now be completed on the portal:

- Applications for these permits: tent, fence, sign, temp encroachment, permanent encroachment, tree, electrical, mechanical, plumbing, and parking reservation
- Applications for contractor licenses and individual certifications

The recommended browser to use is Google Chrome. If you cannot use Chrome, please contact us at sfsupport@cityofaspen.com or 970-920-5065.

Thank you for your patience as we continue to improve the portal.

WELCOME TO THE CITY OF ASPEN PORTAL!

3. Open the permit by clicking on the permit number link

Permits
My Submitted Permits - Applicants

Number ↑	Type	Status	Address	Issue Date
1	0011-2019-BRES	Building	Permit Review	1234 Main St, Boulder
2	0014-2019-MECH	Mechanical	Ready for Issue	1234 Main St, Boulder
3	0017-2019-ELEC	Electrical	Application Completeness Review	130 S GALENA ST, ASPEN : 273707331851 9/9/2019
4	19-0600	Electrical	Issued	130 S GALENA ST, ASPEN : 273707331851 7/18/2019


4. Click on the *Related Tab* (next to *Details tab*) and scroll down to *Payments* section.

DETAILS RELATED




Click on the Related Tab

Number
0014-2019-MECH

Record Type
Mechanical

 Payments (1)	Scroll down to this section		
NUMBER	RELATED TO	AMOUNT	CREATED DATE
PY-003836	0014-2019-MECH	\$299.40	10/18/2019 12:16 PM


5. To download/print a copy of receipt click on the payment number link

Home PERMITS INSPECTIONS REVIEWS VIOLATIONS LICENSES CERTIFICATIONS RECEIPTS RESOURCES						
Permits > 0014-2019-MECH Payments						
  						
Number	Related To	Amount	Created Date	Payment Source	Receipt - Am	
PY-003836	0014-2019-MECH	\$299.40	10/18/2019 12:16 PM	R-0003589	R-0003589: \$	

6. Click on receipt number link

Number PY-003836	Related To 0014-2019-MECH
Receipt - Amount Remaining R-0003589: \$0	Receipt R-0003589
Receipt - Amount Tendered \$299.40	
Certification	

7. Click on the Attachments tab (next to details tab) and access all copies for download and printing.

 Receipt R-0003589						
DETAILS ATTACHMENTS						
<table border="0"> <tr> <td>Amount \$299.40</td> <td>Number R-0003589</td> </tr> <tr> <td>Amount Used \$299.40</td> <td>Effective Date 10/18/2019</td> </tr> <tr> <td>Amount Rejected ⓘ</td> <td></td> </tr> </table>	Amount \$299.40	Number R-0003589	Amount Used \$299.40	Effective Date 10/18/2019	Amount Rejected ⓘ	
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