

**ONLINE ADDITIONAL INSPECTION TRIP (aka EXTRA TRIP) PAYMENT**

**1. WHAT IS ONLINE EXTRA TRIP PAYMENT?**

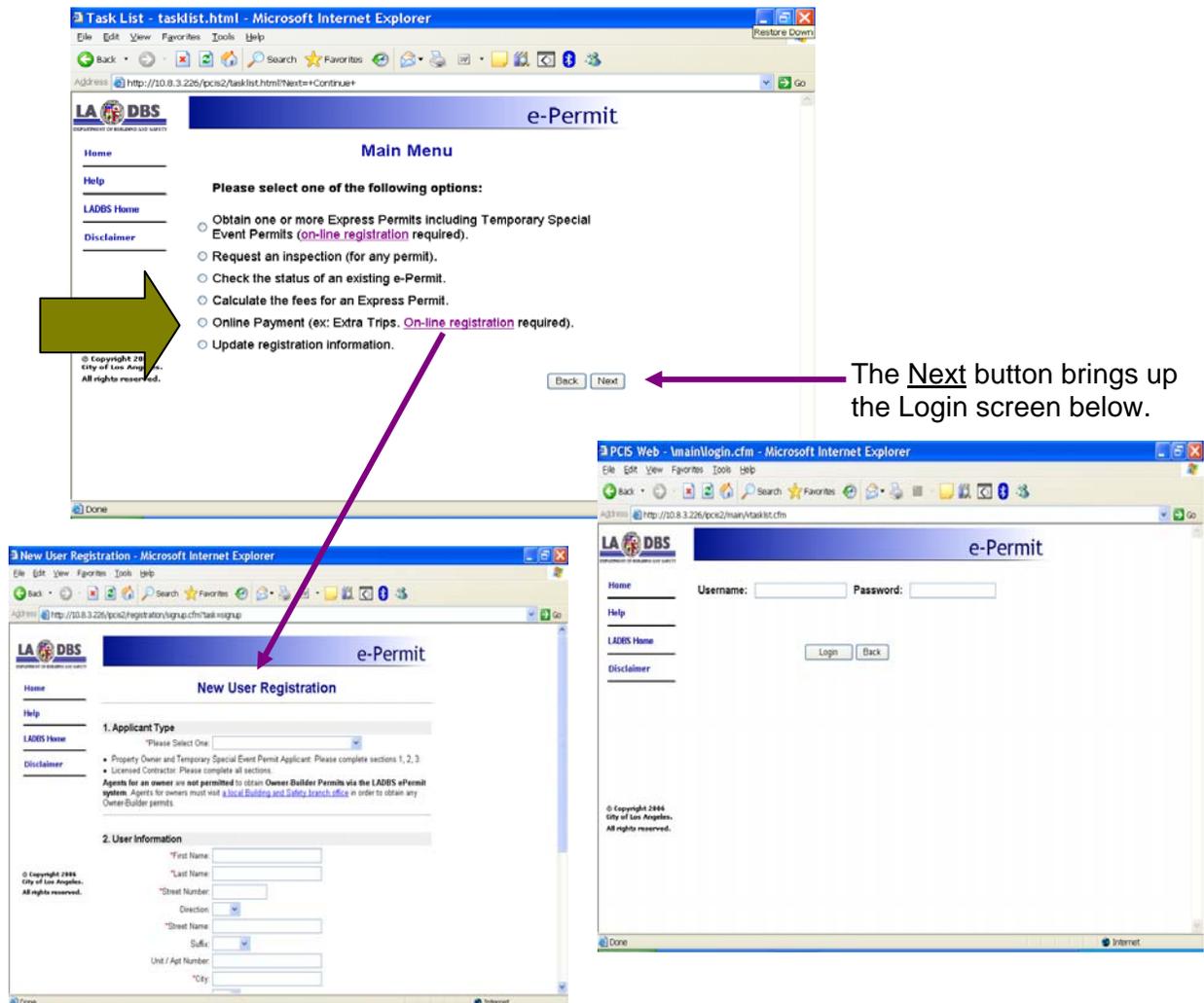
“Online Extra Trip Payment” is a new service offered by LADBS to provide its customers the capability to pay extra inspection trip fees via the e-Permit system (<https://www.permitla.org/>). Customers can pay extra trip fees online for any permit type (building, electrical, or mechanical).

Note: Payment of the extra trip fees online does not authorize any additional work, or, extend the expiration date of the permit.

**2. SYSTEM ACCESS**

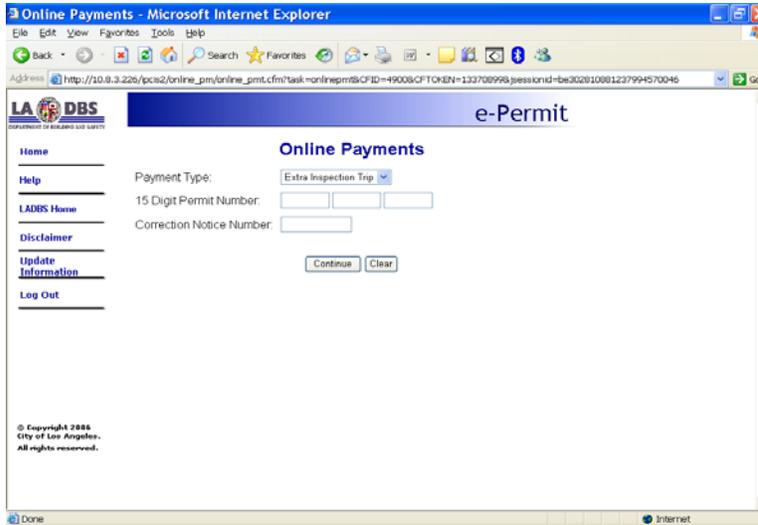
A customer must be a registered LADBS e-Permit user in order to avail of the online extra trip payment service.

Prior to logging in, a registered user will select the “Online Payment” option from the e-Permit Main Menu. A non-registered customer can click on the “on-line registration” link to obtain an e-Permit user account and password.





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← Immediately after login, the Online Payments page is displayed.

**Note:**  
A user can click on the Update Information function listed at the left-hand menu to change user account information such as password, e-mail address, and so forth.

**3. REQUIRED INFORMATION FOR ONLINE EXTRA TRIP PAYMENT**

**3.1 Payment Type:**  
For extra trip, the payment type is Extra Inspection Trip.

**3.2 15-Digit Permit Number:**  
The permit number associated with the Additional Inspection Trip (or Extra Trip) correction notice.

**3.3 Correction Notice Number:**  
The notice number as shown on the Additional Inspection Trip correction notice issued against the permit number previously entered.

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**NOT APPROVED - CORRECTION NOTICE**  
City of Los Angeles  
Department of Building and Safety

JOB ADDRESS:	PERMIT NUMBER: 96016-20000-00006	CONFIRM: 11409803
JOB DESCRIPTION: PCIS TEST PERMIT - IGNORE ALL DATA ON THIS PERMIT	INSPECTION DATE: 04/08/2009	FOR REINSPECTION CALL: 1-888-LA-4-BUILD
APPLICANT / AGENT:	INSPECTOR: WILL MCCONNAUGHY	DISTRICT: R3105
ADDRESS:	SECTION: (213) 252-1455	
CITY: SHERMAN OAKS	STATE: CA	ZIP: 91423
	SFD-DUPLEX	DIVISION / BUREAU: RESIDENTIAL / INSPECTION

Before the work or installation authorized by this permit can be approved, concealed, energized, or used, the following deficiencies shall be corrected. Call for reinspection when all corrections have been made.

PERMIT GROUP / TYPE / SUBTYPE: BUILDING / BLDG-ALTER/REPAIR / 1 OR 2 FAMILY DWELLING	
VIOLATION NUMBER: 09CQ00002	DATE CLEARED:
VIOLATION TYPE: Extra Trip Building	
VIOLATION CODE SECTION: 91.108.7 LAMC	
CODE LANGUAGE: Fees for additional inspections shall be assessed in accordance with Section 98.0412 of the Los Angeles Municipal Code.	
Customers may pay for additional inspections (extra trip) the following day via the internet through the Los Angeles Department of Building and Safety e-Permit service at <a href="https://www.pcmsla.org">https://www.pcmsla.org</a>	
Customers may still use the Fax Permit, or visit any of the Department's Construction Services Counters to pay for additional inspections.	
ASSOCIATED CODES: 91.108.4; 91.108.6 LAMC	
ADDITIONAL INSTRUCTION: This is a test to validate Extra Trip Fee logic.	

**DO NOT REMOVE THIS NOTICE**

INSPIForm.49e (11/2006) <http://www.ladbs.org>



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### 4. PERMIT AND CORRECTION NOTICE VALIDATION

The system validates the correction notice number against the permit number after the user clicks on Continue.

- 4.1 A validation error is displayed when the system is unable to link the correction notice number with the permit number. The user is given the option to re-enter the correction notice number and/or the original permit number.

*Note:* At this time, the system returns a validation error when a user pays for extra trip fees on a correction notice that has not been uploaded from the field inspection to the Plan Check and Inspection System. To address the issue, customers will pay the fees on the business day following the correction notice issuance date.

- 4.2 Valid Link: The property address is displayed when the system successfully ties the correction notice number with the permit number. The Project Address is shown at the top of the Applicant Information page.

### 5. APPLICANT INFORMATION

- 5.1 For a licensed contractor, the system requires the license class code on the Applicant Information page.
- 5.2 For an owner-builder, the system requires a check mark on the ownership certification statement of the Applicant Information page.

### 6. PAYMENT

- 6.1 A customer paying online pays the same types and amount of fees charged to a customer paying in-person for extra inspection trip fees.
- 6.2 A customer is allowed to process only one extra trip payment at a time. The system does not allow a customer to consolidate extra trip payments for one or more correction notices, even if said notices pertain to the same project address.
- 6.3 Extra trip payment is a single transaction. The system does not allow a customer to combine extra trip payment with other e-Permit applications and payments.
- 6.4 The system accepts credit card payments only.

### 7. PAYMENT CONFIRMATION

- 7.1 A printable confirmation receipt is provided at the end of a successful transaction.
- 7.2 The confirmation receipt includes the following information: Transaction Group and Reference Numbers, Permit Number, Correction Notice Number, Amount Paid, Payment Date and Time, and Receipt Number.



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7.3 A copy of the confirmation receipt is also sent to the e-mail address on-file provided by the user.

### 8. ADDITIONAL E-PERMIT TRANSACTIONS

The system provides a Main Menu button on the Payment Confirmation Receipt page, to allow the user to continue with processing additional e-Permit transactions, that is, pay extra trip fees for other permits, or apply and pay for a new e-Permit.

### 9. LOGOUT

9.1 From the Payment Confirmation Receipt screen: Click on Log Out, located on the left-hand menu, or click on the Main Menu button.

9.2 From the Main Menu screen: Select the Online Payment option and click on Next.

9.3 From the Online Payments screen: Click on Log Out, located on the left-hand menu.