



# Special Events and Filming Department

## **NEW! Online Invoice Pay Portal Now Available**

To better assist permittees with their special event needs, the Office of Special Events & Filming will be transitioning to an online payment portal for special event permit application processing fees (and corresponding late fees, when applicable). Invoices will be paid directly within the Eproval portal once application statuses have changed to "Under Review". Acceptable forms of payment are VISA, Mastercard, Discover and American Express. The payment portal goes live Aug. 15, 2025.

*After the permit application status is changed to "Under Review", the application processing fee invoice (including any applicable late fees) will be generated.*

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

Test  
Saturday May 31, 2025

● Under Review

Application Comments

Related Applications

Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
08-13-2025	10082	Eproval Admin	08-13-2025	3.86	Paid	Special Events
08-14-2025	10084	Eproval Admin	08-14-2025	2.59	Paid	Special Events
08-14-2025	10086	Eproval Admin	09-26-2025	80.00	Paid	Special Events
08-15-2025	10087	Eproval Admin	08-15-2025	1.23	Active	Special Events

*Click on the "Billing" tab located at the top of the application to locate your invoice and make payment.*

*Click on the invoice to make payment.*

*Invoice status will remain "active" until payment is made. After payment is made, invoice status will display as "paid".*

# SAMPLE INVOICE

| SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

## Billing

Test

Saturday May 31, 2025

Pay Now

Enter Payment



City of San Diego  
Civic Center Plaza  
1200 Third Ave., Suite 1326  
San Diego, CA 92101

Balance Due: \$1.23

Eproval Admin

Invoice #: 10087  
Invoice Date: August 15, 2025  
Due Date: August 15, 2025

Invoice for application: Test  
Event date(s): 05-31-2025 - 05-31-2025  
Application ID: 6811

#	Item	Unit Cost	Quantity	Amount
1	Application Late Fee <i>Special Event Application Late Fee \$80 per business day</i>	\$1.23	1	\$1.23
Subtotal:				\$1.23
Total:				\$1.23
Amount Paid:				\$0.00
Balance Due:				\$1.23

Payment is due upon receipt. If payment is not received, your special event permit will not be issued.

Acceptable forms of online payment are VISA, Mastercard, Discover, and American Express. There is a non-refundable third-party service fee per transaction of 2.95% fee for credit card payments and 1.50% fee for debit card payments.

*Invoices that remain unpaid after the due date will be referred to the City Treasurer for collections. Unpaid balances are subject to a collection referral fee of 10% or \$25, whichever is greater, up to a maximum of \$1,000 and interest. As required by law, you are hereby notified that a negative credit entry on your credit report may be submitted to a credit reporting agency if the amount is not paid by the due date.*