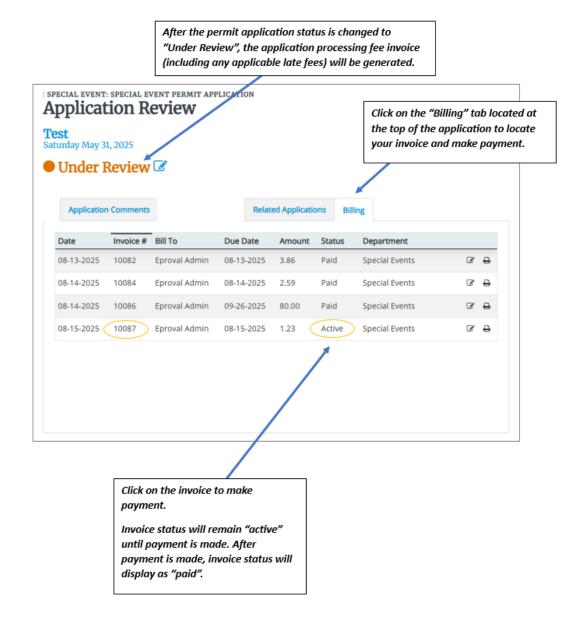


## **NEW! Online Invoice Pay Portal Now Available**

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.



## 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

Eproval Admin

Invoice #:
Invoice Date:

Due Date:

**Balance Due:** 

10087

\$1.23

August 15, 2025 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 Special Event Application Late Fee \$80 per business day	\$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.