

Payment Information

Online Payment

The City of Suffolk uses EZPay which accepts the following forms of payment: Credit card, debit card, e-check, and PayPal. Below are the instructions for using EZPAY:

1. Receive invoice from Permit Technician (once your application has been processed the technician will e-mail your invoice)
2. Go to website www.suffolkezpay.us
3. Dropdown type – Planning & Community Development (DO **NOT** select Construction permit, it will delay the processing of your payment)
4. Account # - on your invoice
5. Invoice # - on your invoice
6. Tech ID # - xxxx (The technician will provide you with this #)
7. Payment amount – on your invoice ****you must type in the exact amount of the invoice or payment will not be processed****
8. Click pay button
9. E-mail your confirmation e-mail from EZPAY to the PermitTechnician

*****The confirmation e-mail must be received within 5 business days not to delay the issuance of your permit. Due to the volume of applications we are processing, if the confirmation e-mail is received after 5 business days, it can take up to 2 additional weeks to process your permit****

Mail Payments

Payments may be mailed to the following address:

City of Suffolk
Planning and Community Development
442 W. Washington Street
Suite 1084A
Suffolk, VA 23434