

## PROCEDURE: ONLINE PAYMENTS FOR PLAN REVIEW FILING FEES, PLAN/FIELD REVIEW FEE INVOICES AND PROJECT CERTIFICATION RE-EXAMINATION FEES

### DISCIPLINE(S)

Structural (SS), Fire and Life Safety (FLS) and Access Compliance (AC).

### PURPOSE

This procedure describes DSA's online payment process and requirements for accepting fees by credit card and electronic check. This procedure applies to all regional office fees including plan review filing fees, plan/field review fee invoices, and project certification re-examination fees. Rehabilitation (REH) fees and exempt concurrence fees can also be paid online, as directed by DSA staff.

### OVERVIEW



## DSA - Filing, Invoice & Re-Exam Fees

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**Payment Method**

The Division of the State Architect (DSA) continues to accept check payments by mail or in-person. Use this portal to make payments for filing fees, invoices, and project certification re-examination fees to DSA online. If paying a filing fee, please provide the breakdown (Access Compliance, Fire & Life Safety, and Structural Safety fees), as provided by the [Plan/Field Review Fee Calculator](#).

\* Indicates required field

**Your Information**

\* **Application #:**

Application number must include Origin/Office ID Ex: XX-XXXXXX:

\* **Payment Type:**  Filing Fee  
 Invoice  
 Re-Exam Fee

**Invoice #:**

**Filing Fee Breakdown:**

Ex: ACS\$6,594.44; FLS\$5,688.89; SS\$16,566.66

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**Choose method of payment**

**Pay by electronic check**

\* **Account Type:**  ▼

**Pay by credit card**



Please note there will be a 2.99% Convenience Fee for payments made with credit cards.  
 No Convenience Fees associated with e-check payments.  
 Please check the I agree box if you understand the statements above.

I Agree

Need help? Please contact your regional office cashier.

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## ONLINE PAYMENTS FOR THE PLAN REVIEW FILING FEES, PLAN/FIELD REVIEW FEE INVOICES & PROJECT CERTIFICATION RE-EXAMINATION FEES

### PROCEDURE

#### 1. STEPS FOR MAKING PAYMENTS ONLINE

Visit the third-party's website run by FiServe at [DSA – Filing, Invoice & Re-Exam Fees](https://www3.thepayplace.com/ca/dgsdsa/firfees) or [www3.thepayplace.com/ca/dgsdsa/firfees](https://www3.thepayplace.com/ca/dgsdsa/firfees).

##### Step 1 – Enter the Application Number

- Application number must list the origin/office ID (example: 01-120123, 02-120123, 03-120123, 04-120123).
- Application number must include a dash (–) between origin/office ID and application number, with no spacing in between.

##### Step 2 – Select the Specific Payment Type

- Filing Fee
- Invoice (Plan/Field Review Fees)
- Re-Examination Fee

##### Step 3 – Make Payment

- If paying an invoice, enter the invoice number.
- If paying a filing fee, enter the Filing Fee Breakdown that was provided on the [Plan/Field Review Fee Calculator](#).

##### Step 4 – Choose Method of Payment

- Electronic Check (requires the name of the account, routing number and account number) or Credit Card.
- Agree to the terms regarding convenience fees by clicking the “I Agree” check box.
- Click “Next.”

##### Step 5 – Complete the Following Sections

- Billing Address
- Payment Details
- Payment Method

For credit card payments, satisfy re-CAPTCHA. (Note: No re-CAPTCHA for ACH e-Check payments.)

Click “Next.”

##### Step 6 – Perform Payment Review

- Click “Pay Now” to complete payment. Use “Back” to make changes prior to making payment. “Exit” will take you out of the payment screen without making a payment.
- Click “Printable Receipt” to generate the receipt.

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## ONLINE PAYMENTS FOR THE PLAN REVIEW FILING FEES, PLAN/FIELD REVIEW FEE INVOICES & PROJECT CERTIFICATION RE-EXAMINATION FEES

### 2. PROVIDE DSA WITH PROOF OF PAYMENT

#### 2.1 Filing Fees:

- Payment receipt must be uploaded as a PDF to DSABox Plan Review Submittal folder prior to or at the time of plan review submission.
- File naming convention: XX-XXXXXX\_Payment Receipt\_Filing Fee.

#### 2.2 Plan/Field Review Fee Invoices (Further Fees and Additional Fees) and Re-Examination Fees:

- Payment receipts must be uploaded as a PDF file to DSACertificationBox, XX-XXXXXX\_Client Documents folder.
- File naming convention: XX-XXXXXX\_Payment Receipt\_Further Fees, XX-XXXXXX\_Payment Receipt\_Additional Fees, and XX-XXXXXX\_Payment Receipt\_Rexam.
- Once payment receipt and all other required certification documents have been uploaded to DSACertification Box, the client emails DSA regional office certification unit at their respective email address below notifying them of completion, with subject title: Further Fee XX-XXXXXX, Additional Fee XX-XXXXXX, or Re-examination Request XX-XXXXXX.

Oakland (01) – [DSACertificationOakland@dgs.ca.gov](mailto:DSACertificationOakland@dgs.ca.gov)

Sacramento (02) – [DSACertificationSacramento@dgs.ca.gov](mailto:DSACertificationSacramento@dgs.ca.gov)

Los Angeles (03) – [DSACertificationLosAngeles@dgs.ca.gov](mailto:DSACertificationLosAngeles@dgs.ca.gov)

San Diego (04) – [DSACertificationSanDiego@dgs.ca.gov](mailto:DSACertificationSanDiego@dgs.ca.gov)

- For re-examinations, do not email the DSA certification team a notification of re-examination payment until all required certification documents have been uploaded. If certification box folder is not yet created, fill out a [Certification Box Access Request](#) and upload all required documents to the appropriate DSA Certification Box folder and then email the DSA certification team.

### 3. DSA PAYMENT REVIEW

DSA regional office cashiers will be reviewing online payments daily. Credit card and debit cards payments are batched and processed at 5pm everyday. It takes up to three days for an electronic check to clear. Within three days of the check clearing, the fees will be applied.

Clients can verify that payment for a filing fee was received by DSA by visiting the [Project Status eTracker](#) webpage. Once the project is located, click the “Project Fee” webpage link, found under “Tracker Links”.

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A DSA Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's review and approval of plans and specifications and construction oversight programs.