



Rental Registration Online Instruction Guide
PAYING RENTAL REGISTRATION FEES ONLINE IS SECURE AND FAST

Log onto

<https://ca.permitcleveland.org/public/welcome.aspx>

Then follow the simple prompts below

What would you like to do today?

To begin your search click on search Building Records

<p>General Information Lookup Property Information</p>	<p>Building & Housing Search Building Records</p>
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1.) Enter your invoice number, change record type and change start date to 01/01/2000

Record Number: Record Type:

Project Name:

Start Date: End Date:

Now scroll down to the bottom of the page – click on the search button

2.) Next click on the arrow next to Fees – *the screen below will appear* – now click on pay fees

▼ Fees

Outstanding:

Date	Invoice Number	Amount
01/01/2016	(RR – XXXXX)	\$35.00 Pay Fees

Total outstanding fees: \$35.00

3.) Please read the convenience fee disclosure and select your method of payment then select continue to application

The City of Cleveland accepts the following payment methods: **Check, Visa, Master Card and Discover Card**

4.) Final Step: *PERMIT/LICENSE PAID TO: SELECT BUILDING & HOUSING

Please note if you were previously registered – you were assigned a new registration number in 2016.