



*"Striving Toward a **Healthier** Community."*

Online Plumbing Permit Process for Plumbing Contractors

Overview

The Stark County Health Department (SCHD) now has the ability for plumbing contractors to access and pay for plumbing permits online via our website, starkhealth.org, and Stark County's online payment portal website, paymentportal.starkcountyohio.gov. Plumbing permits obtained on our website will be a fillable PDF for easy accessibility; these permits can be processed in office, via mail, or online.

In order to utilize our online payment option, and to also ensure validity with those submitting and paying for permits, plumbing contractors must:

- Be registered with the Stark County Health Department.
- Be registered on Stark County's online payment portal.
- Send all plumbing permits to the following email address, plumbingpermits@starkhealth.org, via a **company email only**.

Once the permit has been emailed to SCHD, the plumbing clerk will review to ensure information and total is correct. An invoice will then be generated and sent to plumbing contractor(s) who will pay via the Stark County online payment portal.

PLEASE NOTE:

- **It is optional to utilize the online payment option. Permits can continue to be paid for in our office via cash, check, debit, or credit or sent in via US mail with a check.**
- For commercial jobs, permits will not be accepted until all plans have been submitted and approved (for both plumbing and food service, if applicable).
- There is a 2.40% fee charged by the payment processor and is based on the payment amount.

Registering on the Payment Portal

Go to paymentportal.starkcountyohio.gov/default.aspx. Click 'Register'.

Stark County Payment Portal

[Home](#) > [Register](#)

Register

- Please complete the form below to register for a Payment Portal account.

Email Address (this will be your username):	COMPANY EMAIL
Confirm Email Address:	
Password:	
Confirm Password:	
First Name:	COMPANY NAME
Last Name:	COMPANY NAME
Daytime Phone Number:	() - Ext.

Register

- Enter all appropriate details and click REGISTER.
- You will use the email address and password to log in every time an invoice needs paid.

Paying an Online Invoice

Once permit details have been verified from the plumbing clerk, an invoice and invoice number will be generated and sent via email. The invoice number is needed to access and pay the plumbing permit amount.

- 1) To pay the invoice, go to **paymentportal.starkcountyohio.gov/default.aspx**. Scroll down and click 'Stark County Health Department' (see below).

The screenshot shows a grid of payment options. The 'Stark County Health Department' option is highlighted with a red border. A black arrow points from the text 'Stark County Health Department' in the instructions to this option.

Real Estate Taxes	Manufactured Home Taxes	Sanitary Engineer
 Make a payment towards your real estate taxes. Pay Now - RE Tax »	 Make a payment towards your manufactured home taxes. Pay Now - MH Tax »	 Make a payment towards your water, sewer and/or TAP bill. Pay Now - SE Bill »
Stark County Health Department  Pay your Stark County Health Department invoice. Pay Now - Health Dept »	Stark County Building Department  Pay your re-inspection fees and invoiced permit fees. Pay Now - Building Dept »	

- 2) Type in the number that is found in the sent invoice. On the next page, you will then check the box next to 'Invoice Number' and click 'Add Selected to Cart' (see right).

- 3) Click 'My Cart' in the upper right-hand corner of the page. There should be a number next to it to indicate that you have items in your cart.

- 4) Click 'Proceed to Checkout'. You will then be able to input your card information.

- 5) Once the invoice has been paid, SCHD will be notified and a receipt will be generated and sent to the email you have provided.

- 6) SCHD will then process the permit.

☒	<u>Invoice Number</u>
	2024000248
Add Selected to Cart	