

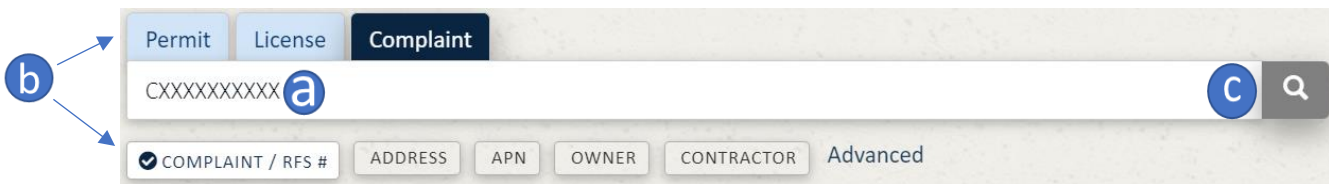
ONLINE CIVIL PENALTY PAYMENT INSTRUCTIONS

1. **GO TO:** [ePermits | Nashville.gov](https://nashville.gov/ePermits)



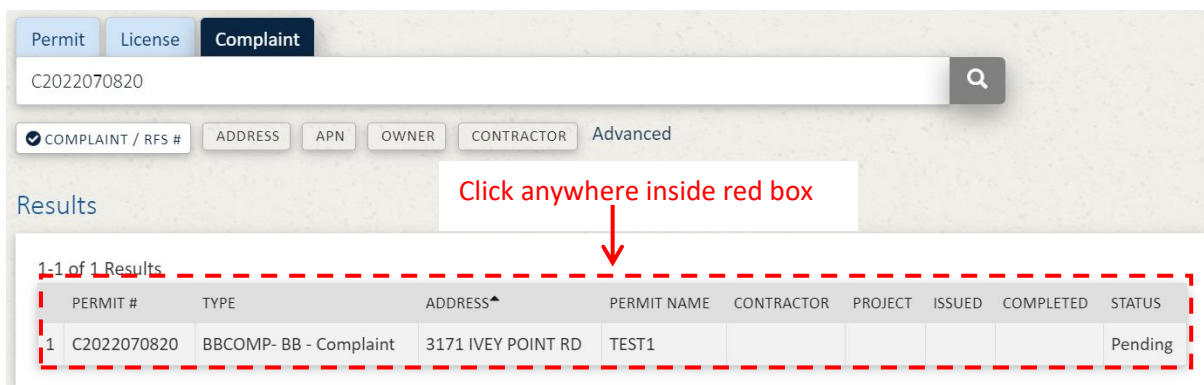
2. On the **HOME PAGE:**

- a. INSERT COMPLAINT NUMBER: **CXXXXXXXXX**
- b. CLICK THE **“Complaint”** TAB ABOVE AND **“COMPLAINT/RFS #”** TAB BELOW THE SEARCH FIELD
- c. CLICK SEARCH (MAGNIFYING GLASS)



3. **2ND SCREEN:**

- a. VERIFY INFORMATION IS CORRECT, THEN CLICK ANYWHERE INSIDE THE RESULT FOUND



4. 3RD SCREEN:

- a. CLICK ON THE GREEN “PAY NOW” BUTTON (TOP RIGHT)

Permit Summary	
Permit Number	BBCOMP C2022070820
Type	BB - Complaint / Inspector Beer Board Complaint
Status	Pending
Expiration Date	Dec 31, 2999


Pay Now

5. 4TH SCREEN:

- a. ENTER PAYMENT INFORMATION (* required field)
- b. Please enter the information that is currently on file with the bank that issued the card being used.
- c. CLICK ON “Submit Payment”

The information being entered on this screen is secure.

Clear fields



Credit Card Number *

Expire Date MM/YYYY * CVV *

Name on Card *

Billing Address *

City * State Tennessee * Zip *

Email * Phone *

* A 2.3% convenience fee is charged on all credit card transactions. This fee is collected by a third-party processor and Metro does not receive any part of it. By clicking Submit Payment below, you are acknowledging that you understand that the convenience fee will be charged as displayed and agree to pay it.

Cancel **Submit Payment >**

Permit Summary	
Permit Number	BBCOMP C2022070820
Type	BB - Complaint / Inspector Beer Board Complaint
Status	Pending
Expiration Date	Dec 31, 2999

Fees & Payment		
FEE CODE	DESCRIPTION	FEE AMOUNT
BBCIVILPEN	BB - Civil Penalty	\$500.00
	Convenience Fee *	\$11.50
	Total Fees	\$511.50

NOTE: If an error occurs, contact the issuing agency to verify the correct information. Be advised, the online payment system is managed by a third party and we are not able to fix any errors that may occur.