

# Online Permitting Instructions for Electric, HVAC & Plumbing in



THE CITY OF  
**WATERTOWN**

**Building, Safety & Zoning Department**  
**(920) 262-4060**

Step 1: Visit the link which applies most to the type of permit you wish to apply for:

- A) Electric Permit: <https://www.iworq.net/iworq/FrmWeb/frmMain.asp?templateid=235>
- B) HVAC Permit: <https://www.iworq.net/iworq/FrmWeb/frmMain.asp?templateid=236>
- C) Plumbing Permit: <https://www.iworq.net/iworq/FrmWeb/frmMain.asp?templateid=232>

Step 2: Complete the Contractor/Owner information. **\*NOTE\*** The Parcel # field **MUST** be filled in. To find the Parcel #, click on the “Lookup Parcel” link. You can do a property search by the Owner Name, or Parcel Address. Just click on the drop down arrow to select which choice you wish to use. Click on the appropriate address that matches the subject property.

Online Payment Powered by iWorQ.com - Google Chrome  
Secure | <https://www.iworq.net/iworq/FrmWeb/frmMainProperty.asp?templateid=235>

Property Search  
106 Jones

Owner Name [v] Search

- Owner Name
- Parcel #
- Parcel Address

Electrical Application	
Site Address*	106 Jones Street, PO Box 477
Owner*	City of Watertown
Owner Contact Number*	9202624060
Application Date	
Contractor*	
Contact Number*	
Contractor Address	
Contractor City	Watertown
Contractor State	WI
Contractor Zip	53094
Contractor State License Number	
Description*	
Comments	
Enter Parcel #	291-0815-0412-C <a href="#">Lookup Parcel</a>
<input type="button" value="Continue"/>	

Step 3: Fill out the application portion. If the permit is for a new building or a large project, you may simply place the square footage amount in the space next to the portion which states “\*\*\*\*FOR NEW BUILDING, ADDITION & REMODELING 2 ROOMS OR MORE - If this fee applies for your application, do not fill out the remaining fees.” Click on the “Continue” button when completed. **PLEASE NOTE** that once “Continue” is selected, you may not return to edit the permit. \*Should you notice any errors on your permit application, please contact our office at (920) 262-4060 or [nikkiz@cityofwatertown.org](mailto:nikkiz@cityofwatertown.org) and we can fix the errors for you.

Step 4: Review the permit and print for your records. **\*The Administrative Fee is automatically added in each permit.** An approved copy of the permit with a permit number will be provided once payment has been received and processed in our office.

**Payment can be submitted to our office via cash, check made payable to “City of Watertown” or credit card through PSN. See the following page for credit card payment information.**

**If mailing or hand delivering payment, please be sure to submit a copy of the permit with your payment.**

# Online Payment Instructions for



THE CITY OF  
**WATERTOWN**  
Engineering &  
Building, Safety & Zoning Departments

**\*PLEASE NOTE\*** All online payments will be handled through Payment Service Network, Inc. (PSN). PSN applies the following convenience fees to all online and telephone payments:

**\$1.00 will be applied to checking and savings payments.**

**2.75% will be applied to credit card payments.**

**An additional fee of 50¢ is applied for payments below \$100.**

**\*To make a payment via the internet:**

Visit the Engineering & Building, Safety & Zoning Departments' Payment Service Network, Inc. page at (<https://www.paymentservicenetwork.com/Login.aspx?acc=RT24795>).

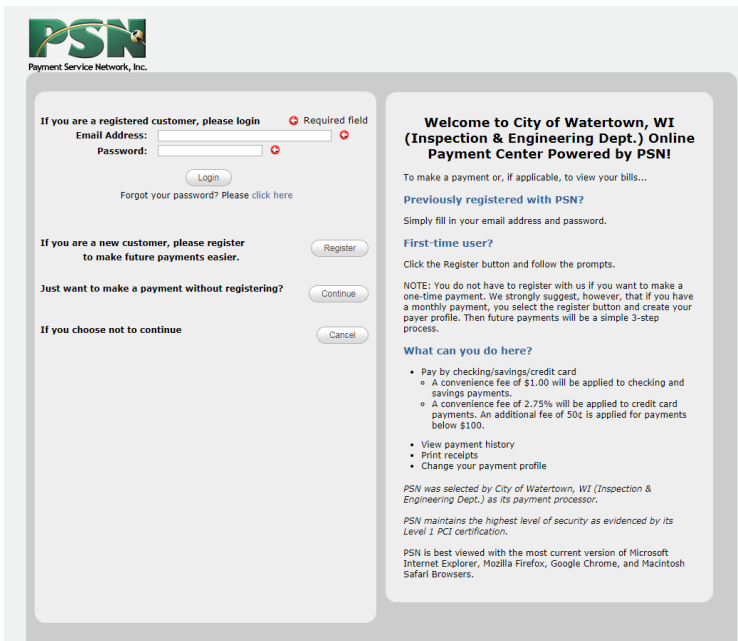
**PLEASE NOTE:** this link is specific to the City of Watertown Engineering & Building, Safety & Zoning Departments. If you visit [www.paymentservicenetwork.com](http://www.paymentservicenetwork.com) and wish to make a payment for the Engineering or Building, Safety & Zoning Departments, you **MUST** enter RT24795 in the Business ID field of the "Search for Payment Account" page.

**\*To make a payment over the phone:**

Contact 24-hour automated phone payments 1-877-885-7968

**For internet payments (<https://www.paymentservicenetwork.com/Login.aspx?acc=RT24795>):**

Step 1: You will see the page below on your screen. Click the button which applies to you and complete the information. Please note that all fields with a red arrow are required spaces which must be completed:



**PSN**  
Payment Service Network, Inc.

If you are a registered customer, please login ⓧ Required field  
Email Address:   
Password:  ⓧ  
  
Forgot your password? Please click here

If you are a new customer, please register  
to make future payments easier.

Just want to make a payment without registering?

If you choose not to continue

**Welcome to City of Watertown, WI  
(Inspection & Engineering Dept.) Online  
Payment Center Powered by PSN!**

To make a payment or, if applicable, to view your bills...

**Previously registered with PSN?**  
Simply fill in your email address and password.

**First-time user?**  
Click the Register button and follow the prompts.

**NOTE:** You do not have to register with us if you want to make a one-time payment. We strongly suggest, however, that if you have a monthly payment, you select the register button and create your payer profile. Then future payments will be a simple 3-step process.


**What can you do here?**


- Pay by checking/savings/credit card
  - A convenience fee of \$1.00 will be applied to checking and savings payments.
  - A convenience fee of 2.75% will be applied to credit card payments. An additional fee of 50¢ is applied for payments below \$100.
- View payment history
- Print receipts
- Change your payment profile

PSN was selected by City of Watertown, WI (Inspection & Engineering Dept.) as its payment processor.  
PSN maintains the highest level of security as evidenced by its Level 1 PCI certification.  
PSN is best viewed with the most current version of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Macintosh Safari Browsers.

## Questions? Problems?

Should you have any problems or questions utilizing Payment Service Network, Inc. (PSN), be sure to click on their Support link. You will be brought to the following page which has various contact information.

[My Profile](#) [Payment Methods](#) [Pay Bills](#) [Support](#)



### Customer Support

Current Profile: Nikki Zimmerman  
Current User ID: [nikib@hotmail.com](#)

[Contact Us](#) [FAQs](#) [Messages](#)

- Make a Payment
- View Payment History
- View Payment Methods
- Manage Profiles
- Update Login Information
- View Profile Information
- Support and FAQ
- View Messages

**Please review all options to select the correct contact.**

**To make a phone payment**  
24-hour automated phone payments  
1-877-885-7968 (for payments only)

**Need help? Submit a question to Payment Service Network (PSN)**  
Email for assistance: [Ask a Question](#) Get answers faster:  
Review our FAQs for your question

**Still need help? Contact us by phone:**  
Live representatives from 7:00am - 7:00pm (Central), M-F, 8:00am - 5:00pm (Central), Sa-Su  
1-866-917-7368 (no payment calls)

**Have questions about your bill (amount due, need refund, etc.)**  
City of Watertown, WI (Inspection & Engineering Dept.) Help Line  
Phone920-262-4007