



JANUARY 27, 2025

**PAY ENVIRONMENTAL HEALTH PERMIT
FEES ONLINE**

CITY OF ALBUQUERQUE
ENVIRONMENTAL HEALTH DEPARTMENT

Contents

Overview	1
1. iPayment – Air Quality Permit Fees, and Vehicle Pollution Fees	2
2. iPayment – Health Permit Invoices Issued Prior to 1/27/2025	4
3. iPayment – Health Permit Invoices Issued on or After 1/27/2025	6
4. ABQ-PLAN – Health Permit Invoices Issued on or After 1/27/2025	8

Overview

The City of Albuquerque’s Environmental Health Department is converting to the new ABQ-PLAN software system on January 27th, 2025. The process for paying your Consumer Health permit fees will change. This guide will show you how to pay your fees. The process will remain the same for Air Quality Permit Fees and Vehicle Pollution Fees, as well as Legacy Consumer Health Fees (Sections 1 and 2 of this guide). The process will be different for new Consumer Health Fees, starting January 27th, 2025 (Sections 3 and 4 of this guide); these include but are not limited to, Pool, Food Establishment, Food Processor, Cannabis, and Vending Machine permits. You will also need to use the new process to pay Noise Penalty fees and Pigeon Nuisance fees.

To familiarize yourself with ABQ-PLAN, please refer to the guide at the following links:

<https://www.cabq.gov/planning/abq-plan>

<https://cityofalbuquerquenm-energovweb.tylerhost.net/apps/selfservice#/home>



1. iPayment – Air Quality Permit Fees, and Vehicle Pollution Fees

- a. Invoices that begin with “IN” followed by a number (i.e. IN0099999) are invoices generated from the Envision Connect system.



City of Albuquerque
Environmental Health Department
Air Quality Program

Invoice ID : **IN00**
Facility ID: **FA000**
A/R ID : **AR000**

Date	Permit #	Description	Amount
8/21/2023			\$ 0.00
Due Date: 10/31/2023			Total Due for This Invoice: \$ 0.00

Notice: The City of Albuquerque's credit card processing vendor will be charging a 2.75% service fee for each credit/debit card transaction processed. The City of Albuquerque does not benefit from this fee. Please note this charge is for payments by credit/debit card only. You will have the option to pay by e-Check without any service fee.

PAY ONLINE AT: <https://www.cabq.gov/311/pay-a-bill>

PLEASE RETURN THE BOTTOM PORTION OF THIS INVOICE NOTICE WITH PAYMENT

PAY ONLINE AT: <https://www.cabq.gov/311/pay-a-bill>



City of Albuquerque
Environmental Health Department
Air Quality Program
PO Box 1293
Albuquerque, NM 87103

Invoice Date 8/21/2023	Due Date 10/31/2023
Invoice ID IN00	Amount Due \$ 0.00

Remit to:
City of Albuquerque
Environmental Health Department
PO Box 1293
Albuquerque, NM 87103



085 0000000134040000000036315 0000765600



- b. Navigate to the City of Albuquerque's **Pay a Bill** site: <https://www.cabq.gov/311/pay-a-bill>
- c. Scroll to **Air Quality Permits and Fees, Vehicle Pollution Fees**.
- d. To pay an invoice, search using the Invoice_FacilityID combination (i.e. IN0099999_FA0000999).

ONE ALBUQUERQUE

CITY OF ALBUQUERQUE

Search - Invoice and Facility

INVOICE AND FACILITY

CANCEL NEXT

Powered by CORE Business Technologies



2. iPayment – Health Permit Invoices Issued Prior to 1/27/2025

- e. Invoices that begin with “IN” followed by a number (i.e. IN0099999) are invoices generated from the Envision Connect system.



City of Albuquerque
Environmental Health Department
Air Quality Program

Invoice ID : **IN00** Facility ID: **FA000** A/R ID : **AR000**

Date	Permit #	Description	Amount
8/21/2023			\$ 0.00

Due Date: 10/31/2023 Total Due for This Invoice: \$ **0.00**

Notice: The City of Albuquerque's credit card processing vendor will be charging a 2.75% service fee for each credit/debit card transaction processed. The City of Albuquerque does not benefit from this fee. Please note this charge is for payments by credit/debit card only. You will have the option to pay by e-Check without any service fee.

PAY ONLINE AT: <https://www.cabq.gov/311/pay-a-bill>

PLEASE RETURN THE BOTTOM PORTION OF THIS INVOICE NOTICE WITH PAYMENT

PAY ONLINE AT: <https://www.cabq.gov/311/pay-a-bill>



City of Albuquerque
Environmental Health Department
Air Quality Program
PO Box 1293
Albuquerque, NM 87103

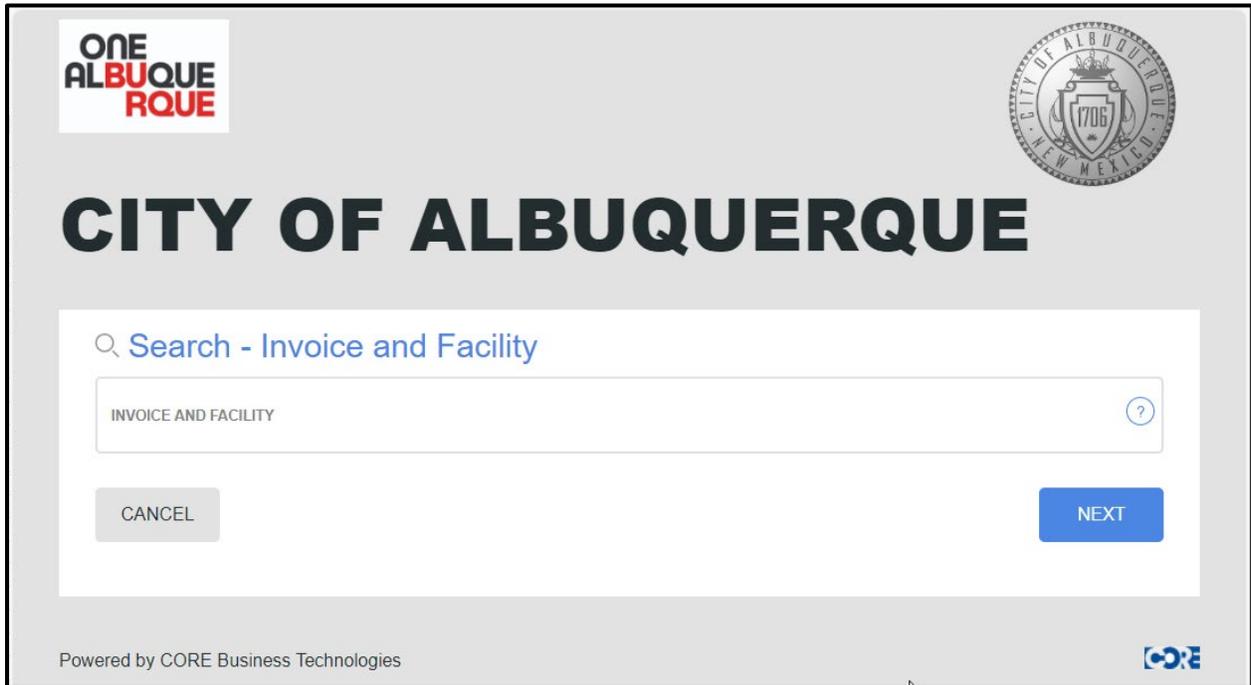
Invoice Date	Due Date
8/21/2023	10/31/2023
Invoice ID	Amount Due
IN00	\$ 0.00

Remit to:
City of Albuquerque
Environmental Health Department
PO Box 1293
Albuquerque, NM 87103

085 0000000134040000000036315 0000765600



- f. Navigate to the City of Albuquerque's **Pay a Bill** site: <https://www.cabq.gov/311/pay-a-bill>
- g. Scroll to **Health Permit Invoices Issued Prior to 1/27/2025**.
- h. To pay an invoice, search using the Invoice_FacilityID combination (i.e. IN0099999_FA0000999).



The screenshot shows the 'ONE ALBUQUERQUE' logo in the top left and the official City of Albuquerque seal in the top right. The main heading is 'CITY OF ALBUQUERQUE'. Below this is a search bar with the placeholder text 'Search - Invoice and Facility'. Inside the search bar, the text 'INVOICE AND FACILITY' is entered. To the right of the search bar is a question mark icon. Below the search bar are two buttons: 'CANCEL' on the left and 'NEXT' on the right. At the bottom left, it says 'Powered by CORE Business Technologies'. At the bottom right, there is a logo for 'CORE'.



3. iPayment – Health Permit Invoices Issued on or After 1/27/2025

- i. Invoices that begin with “INV” followed by a dash “-” and number (i.e. INV-00099999) are new invoices generated from the ABQ-PLAN system. Note that partial payments are not allowed.

**INVOICE (INV-00000002)
FOR CITY OF ALBUQUERQUE**

BILLING CONTACT

EHD Test



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00000002	01/22/2025	01/22/2025	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
UBD-CO0025944	Pigeon Feeding Fee (EHD - UBD)	\$1.00
4328 87Th St Nw Albuquerque, NM 87120		SUBTOTAL \$1.00

REMITTANCE INFORMATION

City of Albuquerque
Department of Finance and Administrative Services
Accounts Receivable Section
P. O. BOX 27780
Albuquerque, NM 87125

TOTAL \$1.00

January 22, 2025 City of Albuquerque
Page 1 of 1



- j. Navigate to the City of Albuquerque's **Pay a Bill** site: <https://www.cabq.gov/311/pay-a-bill>
- k. Scroll to **Health Permit Invoices Issued on or After 1/27/2025**.
- l. To pay an invoice, search by entering the invoice number only (i.e. INV-00099999). Note that partial payments are not allowed.

ONE ALBUQUERQUE

CITY OF ALBUQUERQUE

CITY OF ALBUQUERQUE

Search - Invoice Number

CANCEL NEXT

Powered by CORE Business Technologies



4. ABQ-PLAN – Health Permit Invoices Issued on or After 1/27/2025

- m. Invoices that begin with “INV” followed by a dash “-” and number (i.e. INV-00099999) are new invoices generated from the ABQ-PLAN system.

**INVOICE (INV-00000002)
FOR CITY OF ALBUQUERQUE**

BILLING CONTACT

██████████
EHD Test



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00000002	01/22/2025	01/22/2025	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
UBD-CO0025944	Pigeon Feeding Fee (EHD - UBD)	\$1.00
4328 67Th St Nw Albuquerque, NM 87120		SUBTOTAL
		\$1.00

REMITTANCE INFORMATION

City of Albuquerque
Department of Finance and Administrative Services
Accounts Receivable Section
P. O. BOX 27780
Albuquerque, NM 87125

TOTAL **\$1.00**

January 22, 2025 City of Albuquerque
Page 1 of 1



n. Navigate to the **ABQ-PLAN** dashboard:

<https://cityofalbuquerque-nm-energovweb.tylerhost.net/apps/selfservice#/home>

o. Select the “Pay Invoice” card or “Pay Invoices” in the ribbon menu.

The screenshot shows the ABQ-PLAN dashboard for the City of Albuquerque. At the top left is the City of Albuquerque logo. To its right is the text "CITY of ALBUQUERQUE". Below this is a dark navigation bar with the following items: "Home", "Need Help?" (with a dropdown arrow), "Apply", "Pay Invoices", and "Calendar" (with a notification icon showing the number 0). The main content area has a blue header with the text "Welcome to ABQ-PLAN" and "Albuquerque's Planning Logistics and Networking". Below the header are six service cards arranged in a 2x3 grid. Each card has a blue icon, a title, and a brief description. The first row contains: "Apply" (with a clipboard icon), "Login or Register" (with a people icon), and "Pay Invoice" (with a dollar sign icon and a hand cursor). The second row contains: "Public Records Request" (with a magnifying glass icon), "Apply for Business Registration" (with a factory icon), and "Apply for an Environmental Health Permit" (with a clipboard icon). A horizontal banner image of a city street is positioned between the two rows of cards.



p. To pay an invoice, search by entering the invoice number only (i.e. INV-00099999).



CITY of ALBUQUERQUE

Invoice Search

INV-00099999

q. Select "Pay Now."

**CITY of ALBUQUERQUE**Login or Register

Home Need Help? ▾ Apply Pay Invoices Calendar 0

[Back](#)

Invoice Number: INV-000

Invoice Total: \$1.00

Status: Invoiced, Past Due Invoice Date: 10/22/2024

Due Date: 10/22/2024

Description: NONE

Primary Fees Sort Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Requested Inspection Fee	\$1.00	\$1.00	POOL-2024- <input type="text"/>	Business License	

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>



r. You will be redirected to the iPayment portal. Select "PAY NOW."



CITY OF ALBUQUERQUE

1 Related Item for Invoice
Number: :INV-000

Amount Owed: **\$1.00**

EPL Online Payment Page -
Tyler

Paying 1 total item(s)
Total Amount: **\$1.00**

PAY NOW

+ Order Information:

+ 1 Business License Fee Payments: \$1.00

Paying 1 item(s)
Amount: \$1.00

Verify your payment amount and press the **NEXT** button to continue with your payment.
If you do not wish to make a payment at this time, return to the main page by pressing the **CANCEL** button.

CANCEL

NEXT



- s. Enter your contact and payment information. Select “NEXT” and then “ACCEPT.”

CITY OF ALBUQUERQUE

Payment Options

You have chosen to pay 2 item(s). You can pay a total of \$1.00

Credit Card
ACH

There will be a 2.75 percent fee charged for all credit card payments.

Billing Information (* = required fields)

CANCEL
NEXT

Bill Summary

EPL Online Payment - EPL	\$1.00
Total Payment	\$1.00

Powered by CORE Business Technologies

