



CREDIT CARD PAYMENT FORM FOR
FOR FAXED PERMITS

TO: City of Richmond
Bureau of Permits & Inspections
Room 110, City Hall
900 E. Broad Street
Richmond, VA 23219
(804) 646-4169 Fax: (804) 646-1569

FROM: Company Name: _____
Address: _____
City, State, Zip: _____

Circle One:

VISA MASTERCARD DISCOVER

Name of Cardholder: _____

Billing Street Address: _____

Billing Zip Code: _____

Card #: _____ Card Expiration Date: _____

Three digit Security ID # (on backside of Card): _____

Signature of Cardholder: _____

Authorized amount of charge: _____

(Charges which exceed the authorized amount by more than \$20.00, will not be processed without further authorization for the exact fee to be charged)

FAXED APPLICATION CHECKLIST:

- Complete the permit application and fax front and backsides.
- (If required) 2-6 copies of plans no larger than 8 ½" x 14".
- (If required) Change of Use or Engineers Certification.
- (If required) 2-6 copies of a site plan no larger than 8 ½" x 14"