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”