



Letter of Credit Authorization

To use the fax or mail- in permitting system, an original, notarized signature needs to remain on file with the Building Inspection Department. An example follows:

I, _____, do hereby authorize the City of Gainesville to use this signature as verification to use my credit card for transactions between myself/my company and the City of Gainesville Building Inspection Department.

Company Name: _____

Signature

The Building Department will not process a permit application by fax or by mail until this form is completed and on file.

*******Any changes to your credit card or authorized persons will require a new form to be completed*******

Notary Information

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Document provided as verification: _____

My commission expires: _____

Station 9 * P.O.Box 490 * Gainesville, FL 32627-0490
(352) 334-5050 * Fax (352) 334-2207
Office hours: Monday – Thursday 7:00 am – 6:00 pm