



## 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: \_\_\_\_\_

\_\_\_\_\_  
P.O.Box 490 Station 9 Gainesville, FL, 32627-0490  
(352) 334-5050 | Fax (352) 334-2207 | BLDG@cityofgainesville.org  
Office hours: Monday – Friday 7:30AM – 5:00PM