



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
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Office hours: Monday – Friday 7:30AM – 5:00PM