

## 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 Inspections 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 will require a new form to be completed\*\*\*\*\***

### *Notary Information*

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

Document provided as verification: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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