



Building Division  
306 NE 6<sup>th</sup> AVE, BLDG B  
PH: 352-334-5050  
FAX: 352-334-2207  
E-MAIL: bldg@cityofgainesville.org

## Letter of Credit Authorization

This form allows the City of Gainesville Building Department to process a debit or credit card payment without the card holder being present. If you are a contractor, this form will be saved under your profile for future use. If you are a home owner, this form will be added to your permit. Your credit card information will not be saved in our system, so it will need to be provided for each transaction.

I, \_\_\_\_\_, do hereby authorize the City of Gainesville Building department to use this signature as verification to process my credit card information for any applications provided by myself/my company without me being present.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

The Building Department will not process any payments by fax or mail until this form is completed and on file for the card holder.

**\*\*\*\*\*Any changes will require a new form to be completed\*\*\*\*\***

State of Florida  
County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  on-line notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Seal:

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

Personally Known OR Produced Identification  
Type of Identification Produced: \_\_\_\_\_