



CREDIT CARD PAYMENT FORM FOR  
FOR FAXED PERMITS

TO: City of Richmond  
Bureau of Permits & Inspections  
Room 110, City Hall  
900 E. Broad Street  
Richmond, VA 23219  
(804) 646-6955

Fax: (804) 646-6948

FROM:

Circle One:

TYPE OF CREDIT CARD: VISA      MASTERCARD      DISCOVER

Name of Cardholder: \_\_\_\_\_

Card #: \_\_\_\_\_ Card Expiration Date: \_\_\_\_\_

Three digit Security ID #(on backside of Card): \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Authorized amount of charge: \_\_\_\_\_ (Charges which exceed the authorized amount by more than \$20.00, will not be processed without further authorization for the exact fee to be charged)

**Discover card users will be charged a transaction fee of \$1.00 for purchases of \$0-\$200, \$2.00 for \$200.01-\$400, \$3.00 for \$400.01-\$600, \$4.00 for \$600.01-\$800 and \$5.00 for anything \$800.01 or more.**

**FAXED APPLICATION CHECKLIST:**

- Complete the permit application and fax front and backsides.
- (If required) 2-6 copies of plans no larger than 8 1/2" x 14".
- (If required) Change of Use or Engineers Certification.
- (If required) 2-6 copies of a site plan.