Print Form Clear Form

WASHTENAW COUNTY
DEPARTMENT OF PLANNING & ENVIRONMENT

BUILDING INSPECTION & SOIL EROSION PHONE: (734) 222-3900
ENVIRONMENTAL HEALTH PHONE: (734) 222-3800
705 N. ZEEB RD., P.O. BOX 8645, ANN ARBOR, MI 48107-8645
FAX: (734) 222-3930 www.eWashtenaw.org

CREDIT CARD AUTHORIZATION FORM

If you would like to enjoy the convenience of charging payments with your MASTERCARD/VISA, simply fill out all the information below. Upon approval, we will then process your MASTERCARD/VISA for the amount(s) due and your total charges will appear on your MASTERCARD/VISA statement. You must fill out one of these authorization forms each time you wish to charge for services at the Washtenaw County Department of Planning & Environment, and return it by mail or by fax. PLEASE PRINT CLEARLY (except for the signature).

Name on MASTERCARD/VISA (exactly as printed): _____

Billing Address for MASTERCARD/VISA (Street, Apt #): _____

City, State, Zip: _____

MASTERCARD/VISA Number: _____

Expiration Date: _____

Signature: _____

Today's Date: _____

Daytime Telephone Number: _____

Cell Phone Number: _____

Fax Number: _____

I authorize Washtenaw County to process charge(s) on my MASTERCARD/VISA listed above as specified below:

Payment in the Amount of: $ _____

☐ Environmental Health Payment ☐ Building Inspection Payment ☐ Soil Erosion Payment

Address of Project: _____

Jurisdiction: _____

Permit Holder's Name: _____

Type of Permit: _____

Permit #: _____

☐ New Permit Fee ☐ Reinspection Fee ☐ Other Fee (please explain): _____

DISCLAIMERS:

1. If faxed, this office must receive the form by 3:30 p.m. to ensure same day processing for RE-INSPECTION FEES ONLY. This does NOT guarantee next-day inspections.
2. If a reinspection fee is being paid by fax the same day as the disapproval, a copy of the disapproval must be faxed along with the request form and directed to a specific Customer Service Specialist, if possible.
3. Applications for new trade permits may be mailed or faxed. However, they will be treated as mail (regardless of whether it was mailed or faxed) and will be processed in the order they are received.
4. If information is missing (or the transaction is invalid for any reason), a Customer Service Specialist will contact the sender as soon as possible.
5. If the sender cannot be contacted, nothing will be processed until the required information can be gathered.