



**WASHTENAW COUNTY**  
**Building Inspection & Soil Erosion – Phone: (734) 222-3900**  
**Environmental Health Division – Phone: (734) 222-3800**  
 705 N. Zeeb Road, 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 Environmental Health Division or Building Services/Soil Erosion, 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.