

City of Riverside

Building & Safety Division

Phone: (951) 826-5697

Fax: (951) 826-5622

www.riversideca.gov



❖ BUILDING PERMIT CREDIT CARD AUTHORIZATION ❖

(Use this form to authorize payment by credit card for FAX or Mail-in construction permits)

For permits indicated on the attached forms, please charge fees to (please check one)				
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express	
Credit Card Number (Confidential)				
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Credit Card Expiration Date		\$ Amount of Permit (see Fee Worksheet)		
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Name				
Mailing Address				
City	State	ZIP Code	Telephone Number	FAX Number
Authorized Card Holder Signature				Date

INSTRUCTIONS FOR FAX (or Mail-in) CREDIT CARD PERMITS

1. FAX (or mail-in) the following 3 completed forms to (951) 826-5622:
 - a. This **Credit Card Authorization Form** (Mail-in permit applications may also use a check for payment in lieu of this credit card authorization form.)
 - b. The **FAX (or Mail-in) Permit Application**
 - c. The **FAX (or Mail-in) Permit Fee Worksheet** (Either the **Re-roof Form** or the **Plumbing-Mechanical-Electrical Form**)
2. We will process your FAX (or mail-in) permit applications during working hours as they are received, usually within 24 hours.
3. We will FAX you a copy of the permit (if a FAX number is given) and mail you the job card and receipt for payment.
4. Inspections will be performed at your request. You may request an inspection after the permit has been issued by calling (951) 826-5361.