

Washtenaw County
Building Inspection Department
Phone: 734-222-3900
Fax: 734-222-3930
washtenaw.org/buildinginspection



Washtenaw County Health Department
Environmental Health Division
Phone: (734) 222-3800
Fax: (734) 222-3930
washtenaw.org/envhealth

Western County Service Center • 705 N Zeeb Road, P.O. Box 8645 • Ann Arbor, MI 48107-8645

CREDIT CARD AUTHORIZATION FORM

If you would like to enjoy the convenience of charging payments with your MASTERCARD/VISA/DISCOVER, simply fill out all the information below. Upon approval, we will then process your MASTERCARD/VISA/DISCOVER for the amount(s) due and your total charges will appear on your MASTERCARD/VISA/DISCOVER statement. You must fill out one of these authorization forms each time you wish to charge for services at the Washtenaw County Building Inspection Department or Environmental Health Division, and return it by mail or by fax. **Do not email this form.** PLEASE PRINT CLEARLY (except for the signature).

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

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

City, State, Zip: _____

MASTERCARD/VISA/DISCOVER 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/DISCOVER listed above as specified below:

Payment in the Amount of: \$ _____

Environmental Health Payment Building Inspection 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.