



MONTGOMERY COUNTY BUILDING REGULATIONS DIVISION CHARGE CARD AUTHORIZATION FORM

451 West Third Street Dayton, OH 45422

Office 937-225-4622

Fax 937-225-6327

PROJECT Name of Job _____

PROJECT Street Address _____ Suite or Space No _____

City, Village, or Township _____

PROJECT Permit Number (if already issued) _____

TRANSACTION TYPE (Check only one per transaction)	PERMIT NUMBER	AMOUNT DUE (See fee schedule or permit application)
Building/Alarm/Sign/Suppression/Demolition	_____	\$ _____
Mechanical/HVAC/Kitchen Hood	_____	\$ _____
Gas Piping	_____	\$ _____
Electrical	_____	\$ _____
Re-inspection Fee/Lockout/ Not Ready	_____	\$ _____
Other	_____	\$ _____

READY FOR INSPECTION?

YES - Date and Type of Inspection requested _____

*** next day inspections require Supervisor's approval ***

NO - Inspection requests will be called in when ready.

Important Note: Montgomery County building Regulations Division does not absorb the cost of processing credit cards. Therefore, a service fee of 2.35% will be added to the cost of each fee paid with a credit card. There is also a minimum \$1.20 service charge, so fees totaling less than \$51.00 will be assigned a \$1.20 service charge. Service charges are non-refundable.

To verify fee amounts, see our Fee Schedule at www.mcoho.org/build, or contact our office.

CREDIT CARD INFORMATION

Visa

Master Card

Discover

American Express

Card Number _____

Expiration Date _____
Month / Year

CVV Number: _____
(Security Code)

Card Member Name (Please Print): _____

Billing Address: _____
Street Address

City, State and Zipcode

Submitter's Contact Name: _____ Phone Number _____