



Chesterfield County, Virginia Department of Building Inspection

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832
Phone: (804) 748-1057 – Fax: Commercial (804) 717-6080, Residential (804) 751-4713
Internet: chesterfield.gov/bi

Credit Card Authorization Form

Submit via Fax only – Do not email this form.

(American Express, Discover, MasterCard and Visa)

I authorize Chesterfield County Department of Building Inspection to process my credit card payment for: (select all that apply)

Permit Application(s) Reinspection and Not Ready Fee Invoice
 Changes to permit application(s) Permit reinstatement and extension
 Other, please describe _____

Charge to: (select one)

American Express Discover MasterCard Visa

Card Number: (15 digits for American Express or 16 digits for Discover, MasterCard and Visa)

____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____

Card Validation Code: (3 digits, except American Express which is 4 digits) ____/____/____/____

Expiration Date: (MM/YYYY) ____/____

Zip Code: _____

Name on card: (please print) _____

Signature: _____ **Date:** _____

Phone Number: _____

Name of business you represent (if applicable): _____

Please submit an authorization form with each request. Refunds, if necessary, will be processed through Chesterfield County Accounting Department. A refund check will be issued within 4 to 6 weeks of your request. Chesterfield County Department of Building Inspection does not retain credit card authorization forms or credit card numbers on file.

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