

MARION COUNTY BUILDING INSPECTION

555 Court St NE * PO Box 14500 * Second Floor

Salem OR 97309-5036

Office Phone: (503) 588-5147 8:00 AM TO 4:30 PM

Credit Card FAX (503) 589-3292

**USING VISA - MASTERCARD - BANK DEBIT CARD
FOR PAYMENT OF PERMIT FEES**

Marion County Building Inspection will accept your personal or business VISA, MasterCard or Bank Debit Card (if it displays the VISA or MasterCard logo).

For confidentiality purposes, a separate fax modem has been installed for processing credit card transactions. Your credit card information is kept under lock and key - no credit card information is noted in the permit files.

There are two convenient ways to use your credit card:

- Present your card to the Permit Specialist at our office when applying for your permit or
- Complete and Fax the attached, “*Fax Transmittal*” form with the permit application to (503) 589-3292.

The faxed applications will be downloaded once each day at 12:00 noon. The credit card will be charged a permit fee according to Marion County’s permit fee schedule. The permit will be issued and mailed to you. Please review your issued permit copy to verify the fee assessed.

If you wish to schedule an inspection or re-inspection for the next business day, please note this request on the “*Fax Transmittal*” form and we will schedule the inspection when the permit has been issued. If you want to schedule your inspection after you receive the copy of your permit, please call the Automated Inspection Service Line, (503) 373-4427.

This request for a permit will not be processed if:

1. The “*Fax Transmittal*” form has not been submitted or is incomplete:
 - Visa/Master Card numbers not entered or legible
 - There is no “Authorized Signer” signature.
2. The permit application has not been submitted or is incomplete:
 - Application has not been signed by the contractor;
 - Application does not include a site address;
 - Application does not include type of work performed;
 - Application does not include contractor license numbers.
3. The bank has declined authorization for payment.

A copy of the “*Fax Transmittal*” form is attached for your convenience.

MARION COUNTY
BUILDING INSPECTION DIVISION
555 Court St. NE * Second Floor
PO Box 14500
Salem, Oregon 97309-5036
(503) 588-5147 – 7:30 AM - 4:30 PM

COMPLETE AND FAX CREDIT CARD TRANSMITTAL FORM AND PERMIT APPLICATION TO:
FAX # (503) 589-3292

NOTE: If permit applications are “Incomplete, not legible, information is incorrect, or if the bank has declined “Authorization for Payment” the permit “Cannot” be processed.”

**FAXES DOWNLOADED “ONCE” EACH DAY
CUT-OFF TIME: 12:00 (NOON)**

FAX TRANSMITTAL
VISA, MASTERCARD OR BANK DEBIT CARDS
*****All cards must display the Visa or MasterCard Logo*****

DATE: _____

CARDHOLDER NAME: _____
(PLEASE PRINT OR TYPE AS IT APPEARS ON STATEMENT)

CARDHOLDER’S BILLING ADDRESS: (AS IT APPEARS ON STATEMENT)

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER WITH AREA CODE:(_____) _____

<u>PERMITS</u>	
<input type="checkbox"/>	*Building
<input type="checkbox"/>	Electrical
<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Re-inspection Fee
<input type="checkbox"/>	Research

* Applications that require submittal of plans must be made in person.

BUSINESS CARD INDIVIDUAL CARD

CARD NUMBER: _____
(PLEASE PRINT CLEARLY OR TYPE)

*THREE DIGIT SECURITY CODE
LOCATED ON BACK OF CARD
(A BANK REQUIREMENT)

EXPIRATION DATE: _____ DOLLAR AMOUNT: _____

Cardholder acknowledges receipt of goods and/or service in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder’s agreement with the issuer.

AUTHORIZED SIGNER: _____

⇒ Schedule Inspection? ___ Yes ___ No

Inspection Code: _____ Description: _____ Date of Inspection: _____

OFFICE USE

PERMIT #: _____

INITIAL & DATE _____