

# Building Department Credit Card Acceptance

The Building Department will now accept credit card payments at the Permit Issue and Plan Submittal counters, as an expansion to the service already provided at Field Services and the Records office. We believe that this will be an added benefit to Permit Center customers, but certain restrictions will be applied.

The Building Department collects taxes and development fees on behalf of several departments and agencies. Financial institutions assess fees for each credit card transaction which may not be passed on to the receiving entity. Consequently, the Building Department will only allow credit card payment for Building Department fees. Samples of fee types accepted and not accepted are shown below:

## Fee types payable by credit:

Permit Fees

Plan Check Fees

Revision Fees

Inspection Fees

Administrative Fees

Code Book Sales

## Fee types NOT payable by credit:

Transportation tax

Traffic Mitigation

Endangered Species Mitigation

Park Tax

Water Usage Fee

Public Facility Needs Assessments



Additionally, contractors wishing to purchase permits using a credit card must have a company credit card. Personal credit cards will not be accepted for contractor issued permits.

There will be no minimum transaction fee amount and a maximum charge of \$5000.00.