

MARION COUNTY BUILDING INSPECTION  
5155 SILVERTON RD NE  
SALEM OREGON 97305  
\* PO Box 14500  
Salem OR 97309  
Office Phone: (503) 588-5147  
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.