



# Credit Card Authorization Form

City of Burbank  
**Building & Safety Division**  
150 North Third St, Burbank, CA 91502  
Building Permits 818-238-5220  
Business Licenses 818-238-5280

BUILDING PERMIT Payments, please EMAIL this form to: [building@burbankca.gov](mailto:building@burbankca.gov)  
BUSINESS TAX or LICENSE Payments – please EMAIL this form to: [license@burbankca.gov](mailto:license@burbankca.gov)

I authorize the City of Burbank to use this credit card for payment of permit or tax fees:

TODAY'S DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Month, Day, Year)

MASTERCARD       VISA      (NO AMEX)

CREDIT CARD NUMBER: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_

EXPIRATION OF CREDIT CARD: \_\_\_\_\_/\_\_\_\_\_ (MM/YYYY)

BILLING ADDRESS OF CREDIT CARD: \_\_\_\_\_

Street Address

City

Zip Code

EMAIL ADDRESS: \_\_\_\_\_

PRINT NAME OF AUTHORIZED SIGNER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME(S) ON CARD: \_\_\_\_\_

\_\_\_\_\_

AMOUNT DUE \$ \_\_\_\_\_

2% ADMIN FEE \$ \_\_\_\_\_

TOTAL DOLLAR AMOUNT TO BE CHARGED \$ \_\_\_\_\_

Effective July 1, 2016, All Credit Card Transactions will be charged a 2% Administrative Charge. There is No Additional Fee for Check or Cash Transactions. Please add 2% of transaction amount to total due if staff has not already provided a total including the 2%.