

Planning Department
Permit Service Center

City of Berkeley
2120 Milvia St.
Berkeley, CA 94704
Tel: 510 981-7500
Fax: 510 981-7505

Credit Card Authorization Form

CARD HOLDER INFORMATION

Name on Credit Card:		
Card Holder Billing Address:		
City:	State:	Zip:
Telephone:	Email Address:	

PAYMENT AUTHORIZATION

Card Type: Visa MasterCard

Card Number: _____ Exp. Date: _____

Card Identification Number (CVV2 Code: _____
(Visa & MasterCard: 3 digits on back)

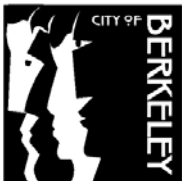
Date: _____ Application No: _____ Project Address: _____

I, _____ authorize the City of Berkeley to process a charge against my
credit card account in the amount of \$ _____ for the payment of _____

Telephone Number: _____ Fax Number: _____

Print Name as it appears on Credit Card: _____ Signature: _____ Date: _____

➤ **Note: The City of Berkeley does not keep a file of Credit Card numbers. At the completion of the transaction, this document with your credit card number will be shredded.**



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PROCEDURES FOR FAXED PERMIT APPLICATIONS

- ✂ All information on application, including **FRONT and BACK** must be provided along with payment information or the application cannot be accepted. Please fax to (510) 981-7505 or contact the office at (510) 981-7500.
- ✂ All declarations, including contractor's license, and the affirmation to comply with ordinances and laws must be signed. Provide **Applicant/Contact Person** information on permit application so that we may contact you if needed. Business license for contractors must be current for processing of "faxed permit applications".
- ✂ Upon receipt of your faxed application the Permit Service Center staff will input the application, apply fees, print permit and fax a copy of the permit and job card to the name and fax noted on the transmittal. Your original permit and corresponding documents will be mailed to the contractor. If you wish these documents to be mailed to someone other than the contractor please indicate the mailing address on the faxed application. We will contact by phone or fax information to you if we are unable to process your "faxed permit application".

FAXED APPLICATIONS WILL BE ACCEPTED FOR THE FOLLOWING:

Re-roofing, minor plumbing, electrical and mechanical work such as HVAC and water heater replacements.

Note: If proposed work is associated with construction that requires a building permit, please include the building permit number. The building permit for the project must be obtained before "trade permits" may be issued when associated with construction covered by a building permit.

<ul style="list-style-type: none"> ▪ Replacement of hot water heater. <ul style="list-style-type: none"> ➤ Complete CF-1R-ALT-Water Heater and MF-1R Certificate of Compliance forms and include with application. ➤ A CF-6R-MECH-01 - Installation Certification must be on the jobsite for Building Inspector review. <p>Note: Relocation of water heaters to the exterior cannot be processed via fax. This requires an in person submittal.</p>	<ul style="list-style-type: none"> ▪ Replacement of wall furnace. Replacement of or new installation of HVAC units. Provide the number of feet of duct work. <ul style="list-style-type: none"> ➤ Complete CF-1R-ALT-HVAC and MF-1R Certificate of Compliance forms and include with application. ➤ A CF-6R-MECH-04 - Installation Certification must be on the jobsite for Building Inspector review.
<ul style="list-style-type: none"> ▪ Re-roofing (without adding significant additional weight to roof, i.e., concrete tile replacing comp shingles). Scope of work must state roof covering, whether removing, replacing or overlaying. Indicate class of roofing materials and pitch of roof. If applicable, submit the contract. <ul style="list-style-type: none"> ➤ Complete a CF-1R-ALT-ReRoof Certification of Compliance form and include with application. ➤ A CF-6R-ENV-01 - Installation Certificate must be on the jobsite for Building Inspector review. 	<ul style="list-style-type: none"> ▪ Replace or Upgrade of electrical services. Provide size of existing service and proposed main service size. ▪ Repair or replacement of existing gas, water or sewer lines. ▪ Extensions of applications or permits ▪ RECO and CECO Payments
<ul style="list-style-type: none"> ▪ Engineering Permits for work in the right-of-way must be accompanied by a dimensional site plan. A licensed contractor must perform storm drain and sewer work in the right-of-way (also known as a PSL – Private Sewer Lateral permit) with classification in General Engineering, Class A or Pipeline, Class C-34 or C-42. Permits for No Parking Signs must be picked up in person. Permits, other than Construction Parking, will not be issued until approved by a Public Works Inspector or Engineer: please allow a minimum of 48 hours to process. 	