

Permit Payment Processing Information



Company Name _____

Email: _____

Date: _____

This letter represents authorization to the City of Ottawa to charge the credit card listed below for permits issued under my company _____ unless further
(Company Name)
arrangements are made prior to issuance of the permit.

Card Type: Visa – Master Card – Discover (Please Circle One)

Card Number # _____

Name on Card: _____

Address: _____

Expiration Date: _____ 3 digit security code: _____

Phone Number: _____ Cell Number: _____

Signature of Card Holder

I understand that receipts and permits will be emailed to the email address listed above. Should I require additional copies I will indicate that preference below. Paper copies are available in the Community Development Office at any time.

In addition please send receipts to the following email: _____

In addition please send permits to the following email: _____