

IMPORTANT ANNOUNCEMENT

Due to recent changes in Federal Law, as of June 30, 2005 the Office of Permitting Services will no longer be able to accept payment by fax. However, we will continue to process permit applications for contractors via facsimile. Once the permit has been created, we will fax it to the applicant for payment (**REMINDER – NO INSPECTIONS MAY BE SCHEDULED UNTIL FEES ARE PAID IN FULL**). Payment may be made by telephone or online. To pay by phone, call Prompt!, our Interactive Voice Response System at **407.246.4444** and follow the spoken instructions to pay fees. To pay online, go to our website, **www.CityofOrlando.net/permits**, select Online Services from the menu, select the pay fees option and follow the instructions. To pay using either method you will need the Permit/Case Number identified on the front of the permit, credit card type and number, expiration date, zip code of your credit card billing address and your credit card security code—3 digit code on the back of a Visa/ MasterCard and 4 digit code on the front of American Express cards. Be sure to verify the amount due prior to payment and note your payment confirmation number. Receipts may be printed for online transactions, however, the confirmation number serves as a receipt via telephone. Partial payment is not allowed. Fees in excess of \$10,000 may not be paid with a credit card.