



Credit Card Registration for Online Building Code Appeal Submittal

Instructions: To register for payment of Online Building Code Appeal Submittal Fees using the Payment Gateway system, please complete this registration form. You may fax the completed form to 503-823-7291 or deliver to the Development Services Center cashier located on the first floor of the Bureau of Development Services (BDS) at 1900 SW 4th Avenue. For hours call 503-823-7310 | select option 1. BDS will record your credit card information and keep a copy of your signature on file.

Registering for the Payment Gateway system allows you to pay your online building code appeal fees with your Visa or Master Card when you are not present. You only need to complete this registration form once.

These procedures will keep your transactions secure and prevent unauthorized use of your credit card:

- Do not write your credit card account number on any documents that you send to BDS.
- This credit card account information will be used for Payment Gateway for online building code appeal submittal fees only. You cannot authorize the payment of any other fees with your on-file credit card, and BDS cannot charge your on-file credit card account for in-person credit card transactions.
- If you need to change credit card numbers, your credit card expires, you must submit an updated registration application.
- Payment is not accepted over the phone. If we are unable to use your registered credit card, you will need to submit payment in person.

Please provide the following information - please print legibly

Check one: Register a NEW card Update an EXISTING card

Company Name _____ Phone _____

Create your own BDS 4 digit security ID # _____

Credit Card Information: VISA MasterCard

Cardholder Name (exactly as appears on card) _____

Card Number _____ Expiration Date _____

Signature of Cardholder _____

Address Where Credit Card Bill is Sent _____

I want to pay for online building code appeals filed by my company with a credit card and I agree to follow the procedures above to prevent the unauthorized use of my account.

Print Cardholder Name _____ Phone _____

Cardholder Signature _____

Fax completed form to 503-823-7291

Office use only:

Date Processed _____ by _____