

NOTICE TO CONTRACTORS

Effective January 1, 2014, all Permit plan check fees and issue fees for multiple projects submitted must have separate payment for each permit (either Check or Credit Card).

Methods of Payment

Check or Money Order

Cash (no \$100 bills accepted)

Credit Card – Visa or Master Card accepted. Impact fees, transient fees or deposits for construction cannot be paid by credit card. See City Credit Card Policy.

Trust Account -

A Trust Account can be set up and only a check for multiple projects may be deposited into the trust account. Receipts for each payment can be emailed to the contractor. Payments to the trust account can be credited the same day, there is no wait time. To set up a new trust account:

- Allow two business days to set up
- No minimum or maximum amount required
- Interest is not charged or accrued
- Monthly Activity Report available upon request

If you have questions regarding setting up a Trust Account or regarding the payment separate check policy, please contact Isabel Gomez at [isabel.gomez@visalia.city](mailto:isabel.gomez@visalia.city).

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REQUEST TO SET UP TRUST ACCOUNT

Contractor Name: \_\_\_\_\_

Contractor's License # \_\_\_\_\_

Email address \_\_\_\_\_

Date Requested \_\_\_\_\_

Signature \_\_\_\_\_

CITY USE ONLY

Account # \_\_\_\_\_ Date Issued: \_\_\_\_\_