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DEPARTMENT OF
BUILDING AND SAFETY
201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

ROBERT R. "BUD" OVROM
GENERAL MANAGER

RAYMOND S. CHAN, C.E., S.E.
EXECUTIVE OFFICER

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USE OF CREDIT CARD AUTHORIZATION LETTER AS FORM OF PAYMENT

Dear Customers,

To ensure compliance with PCIⁱ security requirements, the Department of Building and Safety (LADBS) will no longer accept credit card payments by re-using an authorization letter previously submitted with a picture of the credit card and identification of the authorized user (e.g., driver's license) to LADBS. However, effective April 4, 2013, LADBS will allow use of a letter of authorization with the actual credit card and user identification for up to three working days (see item 4 below).

Authorization letters will be accepted under the following conditions:

1. The original authorization letter ("letter") must be presented by the person specifically named in the letter as being authorized to use the credit card. The presenter must have proof that he/she is that person (e.g., picture ID like a driver's license or passport).
2. The physical credit card must be presented in person.
3. The authorization letter must be original (no copies, faxes or emails will be accepted) and contain the following information:
 - a. The full name of the person that is being authorized to use the credit card.
 - b. The date(s) (up to 3 working days-see item 4 below) the credit card will be used. .
 - c. A brief description of the use of the card (e.g., plan check fees for 1234 Somewhere St).
 - d. The first two and last four digits of the credit card number.
4. The credit card owner's wet signature which must match the signature at the back of the credit card. A photo copy of the credit card owner's driver license is required if the credit card does not have the card owner's signature on the back. **The use of the letter is valid up to 3 working days as indicated in the authorization letter (see 3b above).** If only one date is specified, the letter will only be accepted for that specific date. **The authorized user must bring it to the attention of the cashier if the letter will be used multiple times within the period specified on the letter, even if it is to be used multiple times during a 1-day period. The Original letter will not be returned to the user.**

If you need additional information, please do not hesitate to call Victoria Vasquez, Chief Cashier or Precy Sanchez, Assistant Chief Cashier at (213) 482- 6950.

We regret any inconvenience and appreciate your understanding of this requirement.

LADBS Management

ⁱ The Payment Card Industry Data Security Standards Council (PCI SSC) created by the major payment card brands (Visa, MasterCard, American Express, Discover and JCB) developed Payment Card Industry (PCI) security standards in response to the numerous security breaches occurring worldwide. PCI security standard is a set of requirements designed to ensure that **ALL** companies that **process, store** or **transmit** credit card information maintain a secure environment and consumers' sensitive data is protected.