



City of
Corpus
Christi

City of Corpus Christi

Development Services Department

2406 Leopard Street

July 2, 2013

NEW CREDIT CARD AND CHECK POLICY

In an effort to protect the financial security of our customers, effective immediately, the City of Corpus Christi Development Services Department will no longer accept credit card authorization forms via fax, email or in person.

Additionally, all customers paying with a check or credit card will be required to be present and show a valid picture ID; the picture ID must match the name on the check or credit card that is presented.

However, if a company wishes to send a representative to obtain a permit and render payment, the company must submit a Letter of Authorization that lists the individuals approved to submit checks or credit card payments on behalf of the company. Letters of Authorization must include the company's letterhead and contact information and must be signed and submitted by the original card or account holder. The individual that is authorized to submit payment on behalf of the company must submit a valid picture ID at the time of payment.

Customers that wish to pay remotely may continue to do so online or at one of the kiosks at the Development Services office.

Letters of Authorization should be submitted to:

Terry Lugo, Central Cashiering Supervisor

TerryL@cctexas.com

(361) 826-3341

Chris Hinojosa, Senior Account Clerk

ChrisH@cctexas.com

(361) 826-3343

Development Services business-related questions may be sent to:

Kathleen Tower, Section Supervisor – Permits

KathleenT@cctexas.com

(361) 826-3263

Margaret Castaneda, Finance & Resource Mgmt Superintendent

MargretC@cctexas.com

(361) 826-3078