

**CITY OF JACKSON
BUILDING & HOUSING CODES DEPARTMENT**

**CONVENIENT
DRAFT
PAYMENT
PLAN
APPLICATION**

The “Convenient Draft Payment Plan” was developed to provide an easier more convenient method for persons to obtain permits for residential and approved commercial projects.

The process is simple. You fill out the applications on the reverse side of this sheet (upper and lower portions) and return them to our office. You arrange to have your draft forms printed. Note that the draft forms (see example attached to this sheet) must be printed, bound as are personal checkbooks, and the duplicate check method must be used. The draft forms must be delivered to our office and you are ready to begin using the draft payment process.

When using the draft payment process, you may fax, mail or hand deliver the permit application to our office. In the case of a fax, the permit will be written and faxed back to you. In the case of a mailed in permit application, your permit will be mailed back to you. When the permit application is hand delivered, you may pick up the permit, or have it faxed or mailed to you. Note that the job for which a permit is being obtained is not permitted until you receive a permit, therefore the work should not begin until you receive your permit.

You may also pay other fees via the draft payment plan, such as plan review fees, license fees, etc. No draft will be processed which is not authorized by you or your authorized agent.

AUTHORITY TO DRAW DRAFTS FOR FEES

NAME OF BANK CUSTOMER

Please indicate the Building Department account Numbers you authorize payment for via this bank account.

MAILING ADDRESS OF BANK CUSTOMER

CITY, STATE, ZIP CODE

FULL NAME OF BANK

Gentlemen:

I have given authority to

at BANK ADDRESS

CITY, STATE, ZIP CODE

TO START YOUR DRAFT
PAYMENTS PLEASE FILL
OUT THE TOP AND BOTTOM
PORTIONS OF THIS FORM AND
RETURN THEM TO OUR OFFICE

Building & Housing Codes Dept.
119 E. Main St., Suite 208
Jackson, TN 38301
(901) 425-8262

_____ to honor

preauthorized drafts drawn by you on my account for fees. I understand that if for any reason the draft is returned, the permit(s) for which the draft(s) were payments for will be subject to being voided.

ACCOUNT NUMBER

DATE

SIGNATURE OF BANK DEPOSITOR (AS SHOWN ON BANK RECORDS)

AUTHORIZATION TO HONOR DRAFTS

NAME OF BANK CUSTOMER (EXACTLY AS CHECKS ARE SIGNED) _____

YOUR ACCOUNT NO. (IF ANY) _____

FULL NAME OF BANK _____

BANK ADDRESS _____

CITY, STATE, ZIP CODE _____

As a convenience to me, I hereby request and authorize you to pay and charge my account drafts drawn on my account by and payable to the order of the City of Jackson Building and Housing Codes Department. I agree that your rights in respect to each such draft shall be the same as if it were a check drawn on you and signed personally by me. The authority is to remain in effect until revoked by me in writing and until you actually receive such notice. I agree that you shall be fully protected in honoring all such drafts. I further agree that if any such check be dishonored whether with or without cause and whether intentionally or inadvertently, you shall be under no liability whatsoever even though such dishonor results in the forfeiture and/or voiding permits/licensing.

SIGN AS YOU SIGN YOUR CHECKS

DATE

This sample draft form is provided for your benefit. You must provide these forms. Your banking institution may print them for you just as they print your checks. Please note Bank Draft forms must be printed and bound as personal checks and the duplicate check system must be used. The Building Department Contractor Number(s), the number assigned to you by our office, should be noted on the draft.

SAMPLE BANK DRAFT FORM

John Doe Construction Company (Bank Draft)

Draft Number _____

Bldg. Dept. Cont. Account Number(s) Here
119 E. Main Street, Suite 208
Jackson, TN 38301

Date _____

Amount

Pay to the Order of City of Jackson Building & Housing Codes Department \$ _____

_____ DOLLARS

Builders Bank
111 Money Street

Memo: _____

Signature On File

Bank Account Numbers _____
