

City of Auburn – Permit/License Payment Preference

Project Information	
Provide Contact and Project Information	Permit Number(s): _____ Contact Name: _____ Email Address: _____ Phone Number: _____
Payment Preference	
What is your payment preference? Check only one box.	<input type="checkbox"/> Pay now by mail with a check – follow instructions in section 1 below <input type="checkbox"/> Pay now by phone with a credit card – follow instructions in section 2 below <input type="checkbox"/> Pay later (only available to construction of new buildings and commercial tenant improvements) – follow instructions in section 3 below.
Section 1 – Pay now by mail with a check	
Send a check to the following address:	City of Auburn Permit Center 25 W Main Street Auburn WA 98001
Section 2 – Pay now by phone with a credit card	
Provide the following information: Note: Payments by phone can only be processed on Tuesdays - Thursdays. We will call you on the preferred day after receiving this form. Phone payments will also include a separate 3% card transaction fee.	Best Day to Call: _____ Best Time Between 10AM and 3PM: _____
Section 3 – Pay later (only available for construction of new buildings and commercial tenant improvements)	
For eligible projects, by providing the information in this section and providing your signature you are choosing to delay payment of your permit fees to either certificate of occupancy or final building inspection. You are acknowledging that you still owe the fees despite issuance of the permit and that a certificate of occupancy will not be issued or a final building inspection will not be performed prior to full payment of all outstanding permit fees.	Signature: _____ Company Name: _____

When complete, please return form to permitcenter@auburnwa.gov

Application Payment Deadlines

- Civil - Grading (GRA):** Payment within 30-days of Notice to Proceed
- Civil - Public Facility Extension (FAC):** Payment required with execution of FAC Agreement
- Deviation and Street Deferral Requests (DEV & SDR):** Payment is due immediately upon application
- Eligible projects in Section 3 above:** Payment required prior to final inspection
- All other Applications:** Payment required within 2-weeks of issuance/determination

Utility System Development Charges

Per ACC 13.41, System Development Charges (SDC's) are based on the SDC fees in effect at the time of payment. The SDC's on invoices generated between 1/1/2020 and 12/31/2020 reflect the SDCs in the 2020 City of Auburn Fee Schedule.

Please submit your Payment Preference Form or before Thursday, December 31, 2020. Payment Preference Forms received after 12/31/2020 will be re-assessed at the higher SDC's in effect on January 1, 2021.