



## Escrow Permits

### Policies and Procedures for Faxing Permits

With an approved Escrow account, the City of Mobile Permitting Department will receive permit applications and return completed permits by facsimile. The fax line, (251) 208-7023, will be available at all times; however, permits will only be processed between the hours of 8:00 a.m. and 3:00 p.m., CST, Monday through Friday. Once faxed applications are received, the contractor's account balance, authorized signature and type of permit will be verified. A copy of the permit will be faxed back indicating the permit number, fee amount and available balance.

Each contractor must establish an escrow account with the City of Mobile, with a minimum account balance of \$500. All escrow funds will be deposited and will be earmarked as the contractor's escrow. The contractor will not earn interest on this account. This escrow account will be used as payment for permits applied for, and issued through, the fax permit system of the City of Mobile, Build Mobile.

After an escrow account is established, permits will be faxed on a permit-by-permit basis. The amount charged for the faxed permit will be deducted from the escrow account as each permit is issued. Any outstanding re-inspection fees owed will also be deducted from the escrow account balance. To pay for the additional cost of fax service, there will be a \$1 surcharge per permit faxed. Once the escrow balance is reduced below the cost of an individual permit, no further permits will be faxed until additional funds are placed into the escrow account. With each faxed permit, the contractor will be informed of the available balance in escrow. Ongoing problems with a delinquent account will result in termination of the fax permit option.

All permit fees are set in accordance with the fee schedule adopted by resolution of the Mobile City Council.

All faxed copies must be signed by a person whose authorized signature is on file and if a signature does not match the one on file, permit issuance will be denied. To add signatures to the authorized signature card, the contractor and the person whose signature is to be authorized must appear in person, to sign the signature card. The contractor must also appear in person to remove previously authorized signatures from the card. Authorized signatures will be acknowledged as "legal" signatures.

To set up an Escrow account, please fill out the following application, including the names of the individuals who will be allowed to fax permit requests (up to three additional people). Submit all paperwork, and a non-refundable \$10.00 Authorization fee through one of the following options.

#### **Submit applications through our online tool CSS, by Mail, or in-person**

Contractors will be notified upon approval.



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## Escrow Permit Application and Letter of Authorization

I, \_\_\_\_\_, agree to the terms and conditions and choose to participate in the fax permit system. I agree to recognize my facsimile signature, or the facsimile signature of a person I have authorized to sign for my permits, to be equally as legal and binding as my original signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I, \_\_\_\_\_, give authority for the following person(s) to execute all documents and activities (including but not limited to: signing permit applications, scheduling inspections and signing Temporary Certificates of Occupancy) with the City of Mobile Permitting Department, on behalf of my company. I acknowledge that I am responsible for all permits pulled and all work performed under my company name and license.

\_\_\_\_\_  
Designee (1)

\_\_\_\_\_  
Signature of Company Owner

\_\_\_\_\_  
Designee (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designee (3)

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

**CITY OF** \_\_\_\_\_

Before me this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, appeared \_\_\_\_\_, who, being duly sworn deposed and says that he/she has read, understands and agrees to comply with the aforementioned conditions, and signs the foregoing under the penalty of perjury.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_