



## **Urban Development**

205 Government Street  
Third Floor, South Tower  
Mobile, AL 36644-1827

## **Procedures for Faxed Permits**

Urban Development Staff Only

### **Advertising Procedures:**

Information concerning the fax permit system will be distributed to the Master Electrician's Association of Alabama (MEAA) members, the Mobile Air Conditioning Contractors Association (MACCA) members, and the various contractors through meetings and office transactions.

### **Application Procedures:**

Contractors interested in taking part in the fax permit system will notify Urban Development. Urban Development will forward the information packet to the contractor. The contractor will complete the "Policies and Procedures for Faxing Permits" form along with the "Letter of Authorization" form and forward along with \$10 "Letter of Authorization" fee to respective Urban Development office. Upon review and approval of this documentation, the respective Urban Development representative will contact the contractor and he/she will bring the required minimum deposit of \$500 (or greater) to the respective office for deposit into his/her escrow account. At this time, the Urban Development representative will provide the contractor with copies of the permit form to be faxed as needed.

### **Accounting and Records Procedures:**

The escrow deposits will be placed in the respective file marked Roofing and Plumbing; Electrical; or Mechanical which will be maintained at the Downtown Office. The signed "Policies and Procedures for Faxing Permits" form will be placed in the bond file for the respective contractor. The "Letter of Authorization" will be placed in the respective account book. At this time the deposit of no less than \$500 will be recorded. The company name will always be the same as the license and bond. The Account number will be the same as the city license number.

The faxed permit application fees will be calculated according to the proper fee schedule. He/she will check the account to determine if the requesting contractor has adequate funds for the faxed permit(s). Provided funds are sufficient, the permit will be processed, along with the \$1 surcharge per permit (or) faxed transaction. The completed permit will be faxed back to the company indicating the contractor's escrow balance. The faxed permit transactions shall be tallied and reported to Treasury daily if any fax permit transaction has taken place.