



Urban Development

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

FAX PERMIT SYSTEM INSTRUCTIONS FOR CONTRACTORS

1. Attached please find the "Policies and Procedures for Faxing Permits" along with the "Letter of Authorization".
2. The Letter of Authorization must be completed with the names of individuals whom will be faxing permit requests. (Letter of Authorization must be signed by the contractor and the contractor's signature must be notarized. COMPUTER SPACE IS LIMITED TO THE CONTRACTOR'S NAME, WITH THREE ADDITIONAL NAMES.)
3. Forward all paperwork and the non-refundable \$10.00 Letter of Authorization fee to the Urban Development Department, P.O. Box 1827, Mobile, Alabama, 36633-1827, where:
 - a. Names will be entered into the computer; and
 - b. Paperwork will be filed in contractor's file.

NOTE: (FOR HAND-DELIVERY)

Site Address: Mobile Government Plaza
 205 Government Street, South Tower, Third Floor
 Mobile, Alabama 36644

4. You will be notified upon approval. Contractors may make arrangements to deliver their escrow funds to the Urban Development Department, 205 Government Street, 3rd Floor, South Tower, Mobile, Alabama, 36644.