



Urban Development Department

PO Box 1827

Mobile, AL 36633-1827

**POLICIES AND PROCEDURES
FOR FAXING PERMITS**

In an effort to streamline the permitting process, effective May 1, 1996, the City of Mobile, Urban Development Department began offering "fax permitting" as an option for obtaining certain permits. Listed below are the policies and procedures for the fax permit process.

General Procedure: The City of Mobile, Urban Development 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.

Escrow Account: Each contractor may establish an escrow account at the City of Mobile, Urban Development Department. All escrow funds will be deposited and will be earmarked as the contractor's escrow. The contractor will not earn interest on this account. The minimum amount to open an escrow account is \$500. This escrow account will be used as payment for permits applied for, and issued through, the fax permit system of the City of Mobile, Urban Development Department.

Payment of Fees: 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. Once the escrow balance is reduced below the cost of an individual permit, no further permits will be faxed until additional funds are placed on deposit 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.

Permit Fees: All permit fees are set in accordance with the fee schedule adopted by resolution of the Mobile City Council. To pay for the additional cost of fax service, there will be a \$1 surcharge per permit faxed.

Authorized Signatures: All faxed copies must be signed by a person whose authorized signature is on file in the Urban Development Department. 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.

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.

Date: _____

Signed: _____
(Please print or type)

Name: _____
(Please print or type)

Title: _____
(Please print or type)

Company Name: _____
(Please print or type)