



**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, 3<sup>rd</sup> Floor, South Tower, Mobile, Alabama, 36644.