



## DIVISION OF BUILDING SAFETY

201 S. Rosalind Avenue, 1<sup>st</sup> Floor

**Reply To:** Post Office Box 2687 ▪ Orlando, FL 32802-2687

Phone - 407-836-5522 ▪ Fax - 407-836-5502

[contractorlicensing@ocfl.net](mailto:contractorlicensing@ocfl.net)

### To Establish an Escrow Account

What is an escrow account?

An escrow account is similar to a savings account; funds deposited can be used to pay for fees associated with permitting (e.g. permit fees, reinspection fees, recording fees).

- The initial set-up fee for an escrow account is \$181.00. This includes a minimum balance of \$150.00 and the first annual maintenance fee of \$31.00.
- A maintenance fee is assessed annually in the amount of \$31.00; which will automatically be deducted from the escrow account on May first of each year.
- Escrow accounts can be replenished in person, by mail, by credit card authorization form via email ([contractorlicensing@ocfl.net](mailto:contractorlicensing@ocfl.net)) or by fax at (407) 836-5502. When mailing in a check, please write the Contractor's license number on the memo line of the check.
- Credit card authorizations cannot be accepted over the phone.
- An Escrow Account Withdrawal Form signed by the licensed Contractor is required in order to access funds.

### Facsimile Services

- Permits obtained via fax will require the following:
  - A completed permit application.
  - A copy of the Contractor's license.
  - An *Escrow Account Withdrawal Form* signed by the licensed Contractor, if using the escrow account for payment.
  - A credit card authorization form signed by the cardholder, if using a credit card to pay for services.

### Fast Track Members (Online Permitting Only)

- A minimum of \$50.00 is required in the escrow account in order to process online permits.
- Deposits made to the escrow account will not be available immediately; these funds will be available the next business day.



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 201 S. Rosalind Avenue, 1<sup>st</sup> Floor  
**Reply To:** Post Office Box 2687 ▪ Orlando, FL 32802-2687  
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**Escrow Account Withdrawal Form**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor's License Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #(\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor - Print Name: \_\_\_\_\_

Contractor - Signature: \_\_\_\_\_

**Please check applicable service:**

Permit Application Fee(s) \_\_\_\_\_  
 Fax to Permitting 407-836-2852 Number of Permits

Re-inspection Fee(s) \_\_\_\_\_  
 Fax to Records 407-836-5492 Permit Number(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

Overtime Inspection \_\_\_\_\_  
 Fax to Inspections 407-836-5545 Permit Number

License Recording Fee \_\_\_\_\_  
 Fax to Contractor Licensing 407-836-5502

**\*\*\* ATTENTION FAST TRACK MEMBERS \*\*\*  
 (Online Permitting Only)**

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 these funds will be available the next business day.

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