



# CITY OF DELTONA

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## ESCROW ACCOUNT & FAX PERMITTING REQUIREMENTS

To participate in the Building and Enforcement Service's Escrow Account Permitting Program, please review the information provided below:

- Escrow accounts may be used for the following faxed residential permits:
  1. \*Roof Replacement and Repair
  2. \*HVAC Change Outs and Repair
  3. \*Electrical Change of Service and other Electrical Repairs
  4. \*Solar Water Heaters – Master Filed ONLY
  5. \*Water Heater replacements, Re-piping, and other Plumbing Repairs
- Permits NOT faxable may use an escrow account for permit applications hand delivered or mailed to the Building and Enforcement Services Department. Permits received by mail will be returned, providing we receive a self-addressed, self-stamped return envelope.
- Escrow accounts may be used for all permit related fees.
- Contractor shall provide an Escrow Account Registration form to the Building and Enforcement Services Department.
- An Initial Escrow Account Deposit in the minimum amount of \$300.00 shall be submitted to the Department of Finance. Subsequent deposits shall also be a minimum of \$300.00.
- The City's Department of Finance shall maintain the escrow account. The Department of Finance will also provide a summary report upon request.
- Deposit amount should be determined by the contractor based on volume of work performed. Staff recommends deposit amounts based on contractor's average monthly volume.
- A positive balance must be kept in the contractor's account. Permits will be denied if funds are not available in the escrow account.

The Escrow Account Permitting Program is a service established by the City of Deltona Department of Finance and the Building and Enforcement Services Department. Process and procedures may be subject to change to improve this service. Users will be notified if any enhancements are made to this service. Contractors interested in this program will also be required to sign an agreement.

If there are any questions pertaining to the financial part, please contact Accounts Receivable Technician, Finance Department at (386) 878-8100.

## **\*Procedures for Faxable Permits Using Escrow Account:**

1. Contractor must list with Volusia County Contractor Licensing, please contact: (386) 736-5957 option #2.
2. Contractor registers with Building and Enforcement Services for Escrow Account Permitting.
3. Escrow accounts are set-up by contractor's license number, not by company name. Companies with multiply license holders must set-up individual escrow accounts.
4. Contractor establishes an escrow account with Finance. (\$300.00) Minimum.
5. Payment by cash, check, VISA or MasterCard, is given to Finance Cashier with contractor's license number.
6. Payments to replenish the escrow account may be mailed to the Finance Cashier by check, providing the contractor's license number and telephone number are listed on the check.
7. Contractor faxes completed permit application, with the qualifier's notarized signature, to Permitting Desk at: **386-878-8651**.
8. Permit clerk will enter applicant's information into TRAKIT Permit system and provide a permit number.
9. Permit clerk will verify balance of escrow account, and make account adjustments. Permits will not be processed or issued with insufficient funds in the escrow account.
10. Permit clerk will fax to contractor a receipt for permit fees, which will include the balance of escrow account, a Permit Placard, permit, and supporting documents (if applicable). The placard will be 8.5" x 11" and list only inspections for this type of permit. The paper Permit Placard shall be placed in a plastic zip-lock type bag (with applicable documents) and placed by the front door of the property and shall be accessible to the inspector. It shall be the contractor's responsibility to provide a copy of the required Master File documents at the time of the inspection.
11. Permits received by fax after 2PM may be processed the next business day.
12. Contractor shall call for required inspections through the automated inspection line when ready at: 386-575-6900 or 407-936-9999. Please have the permit number, confirmation number, and the four digit inspection code when requesting an inspection. Inspections requested prior to midnight (11:59 p.m.) will be inspected the following business day.
13. Re-inspection fees will automatically be deducted from the escrow account and a receipt with the new balance will be faxed to contractor.

# Escrow Account Registration

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

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

Company E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

License Holder's Name: \_\_\_\_\_

License Number: \_\_\_\_\_

License Holder's Mailing Address: \_\_\_\_\_

*I have read and agree to the terms set forth by the City of Deltona, Building and Enforcement Services, to participate in the Escrow Account Permitting Program.*

License Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

by \_\_\_\_\_

(PRINT NAME CLEARLY)

who is:

personally known to me *or*

who has produced: \_\_\_\_\_

(TYPE OF IDENTIFICATION)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC OF STATE OF FLORIDA

\_\_\_\_\_  
PRINT, TYPE OR STAMP NAME OF NOTARY

(SEAL):