

TRUST ACCOUNT APPLICATION

BUILDING INSPECTIONS DIVISION
ESCAMBIA COUNTY, FLORIDA

FOR OFFICE USE ONLY

TRUST ACCOUNT NO: _____

DATE ESTABLISHED: _____

COMPANY NAME: _____

CONTRACTOR LICENSE NO. _____

COMPANY ADDRESS: _____

Street Address

City

State

Zip Code

PHONE NUMBERS:

VOICE Phone Number

FAX Phone Number

Must be completed and signed by the Contractor/Company Owner:

I, _____, agree to the terms and conditions herein, and agree to recognize my signature on a facsimile or the signature of a person I have authorized to be equally as legal and binding as the original signature for the usage of funds deposited into this Trust Account.

Signature: _____ Date: _____
Contractor/Company Owner

Must be completed and signed by a Notary Public:

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____.

(NOTARY SEAL)

Notary Signature _____

Notary Printed Name _____

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

**Policies and Procedures for Trust Accounts
Escambia County Building Inspections Division (BID)**



The following Policies and Procedures will be used for Trust Accounts established with the Escambia County Building Inspections Division. This includes the use of funds deposited into Trust Accounts for purchase of permits in accordance with the Division's permitting process.

OVERALL PROCEDURES: Escambia County Building Inspections Division ("BID") will receive permit applications and return completed permits by walk-in customers or by facsimile. When 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 within twenty-four (24) hours indicating the permit number, certification, fee amount, and the balance of the Trust Account after the purchase of the permit. BID's fax line: (850) 595-3575 will be open at all times; however, permits received after 2:00 p.m., may be processed the following business day.

TRUST ACCOUNT: Each contractor/company who wishes may establish a Trust Account with Escambia County BID. The minimum amount required to establish Trust Account is \$310.00 which includes a \$10.00 set-up and processing fee. The contractor/company will not earn interest on this account. A Letter of Authorization form including all authorized signatures must be completed and on file with BID. A \$25.00 fee will be assessed for an initial Letter of Authorization form or a subsequent Letter of Authorization form changing account information as well as authorized agents, and will be deducted from the Trust Account. All applications must notarized and personally delivered or mailed (no copied or faxed applications accepted) to BID. A notary is available in the BID office at no charge.

All monies will be deposited and will be identified with the specific Trust Account Number. This account can be used as payment for permits applied for and issued through the faxed permit system or by walk-in requests. Changes in authorized agents can be made by completing a new Letter of Authorization form with updated signatures for all authorized agents.

The mailing address for BID is: 3363 West Park Place, Pensacola, Florida 32505.

PAYMENT OF FEES: After a Trust Account is established, permits may be faxed or issued to walk-ins on a permit-by-permit basis. The amount charged for the faxed permit or the requested walk-in permit will be deducted from the Trust Account as each permit is issued. Any outstanding reinspection fees owed will be deducted from the Trust Account balance. Once the balance of the Trust Account is reduced below the cost of an individual permit, no further permits will be issued until additional monies are deposited into the Trust Account. Each deposit must be a minimum of \$100.00. With each faxed or walk-in permit the available balance in the Trust Account, after payment of the permit, will be printed on the Receipt. All charges and permit fees are set in accordance with the Fee Schedule adopted by Resolution of the Escambia County Board of County Commissioners. Ongoing problems with a delinquent account will result in termination of the fax permit option. Trust Accounts that remain dormant for more than one year will be terminated and the balance refunded to the contractor's/company's address on file.

AUTHORIZED SIGNATURES: All faxed permit applications and walk-in permit originals must be signed by a person whose authorized signature is on file on the Letter of Authorization form. If a signature does not match the one on file, permit issuance will be denied. Authorized signatures will be acknowledged as legal signatures.

Please complete the reverse side of this form