



DIVISION OF BUILDING SAFETY

201 South Rosalind Avenue, 1st Floor ▪

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

Phone - 407-836-5522

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.

For example: permit fees; reinspection fees; recording fees.

- The initial set up fee for an escrow account is \$182.00. This includes a minimum balance of \$150.00 and the first annual maintenance fee of \$32.00.
- A maintenance fee is assessed annually in the amount of \$32.00; which will automatically be deducted from the escrow account on May first of each year.
- Escrow accounts can be replenished in person or by mail. When mailing in a check; please write the Contractor's license number on the memo line of the check.
- Credit card authorizations are not accepted electronically or by phone.
- In order to access funds the following is required:
 - *Escrow Account Withdrawal Form* signed by the licensed Contractor.

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 be available immediately.



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Escrow Account Withdrawal Form

Date: ____/____/____

Contractor's License Number: _____

Contact Person: _____ Phone #(_____) _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contractor - Print Name: _____

Contractor - Signature: _____

Contractor - Email: _____

Please check applicable service:

Re-inspection Fee(s) Permit Number(s)
 Email to: BuildingRecords@ocfl.net _____

Overtime Inspection Permit Number
 Email to: FastTrack@ocfl.net _____

License Recording Fee
 Email to: ContractorLicensing@ocfl.net

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

Deposits made to the escrow account will be available immediately.