



**Marion County
Board of County Commissioners**

Building Safety ♦ Permitting

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2400
Fax: 352-438-2401

MARION COUNTY BUILDING SAFETY DEPARTMENT - ESCROW ACCOUNT PROGRAM

The Escrow Account Program provides an easy permit fee payment plan for contractors who submit permit applications that do not require a plans review. Permits may be submitted as a drop-off, **fax: (352) 438-2412** or **email: Mypermitapplication@marioncountyfl.org**.

To participate, a contractor must open and deposit money into an escrow account.

Permit applications will be processed and fees owed will be deducted from the escrow account. *(Note: There is a \$2.00 fee for long distance faxes.)*

Upon issuance; the permit, inspection job card, receipt and any other related documents will be faxed or emailed to the contractor. *(Note: One inspection job card must be posted at the job site and a copy should be maintained for contractor records.)*

If the escrow account does not have sufficient funds to pay fees owed; the permit will not be processed and the contractor will be notified additional funds are required.

The Building Department will provide escrow account statements upon request. The Building Official has the right to close an escrow account due to overdrawn checks, constant lack of sufficient funds or lack of activity.

**NOTE: All permit applications must be complete. Incomplete applications will cause delays in issuing permits.
Starting work prior to issuance of a permit may result in a \$500.00 citation and double permit fees**

TO OPEN AN ESCROW ACCOUNT, PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

License Holders Name: _____

Address: _____

City _____ State _____ Zip _____

Business Phone: _____ Business Fax: _____

State License / Marion County Cert #S _____ / _____ / _____

Contractor's Signature: _____

NOTE THE FOLLOWING:

- 1) If the license holder leaves the company, they need to contact the building staff immediately to close the escrow account.
- 2) Funds deposited into an escrow account for future permitting related fees are considered 'revenues collected in advance' and maintained in a separate account.
- 3) To close or withdraw money from an escrow account, the license holder must submit a written request to the Building department. Refunds take 3 to 4 weeks to process and will be paid by check.
- 4) Please note that if an escrow account has had no activity/transactions for more than (6) six months, the account balance is less than \$50.00 or the contractor named on the escrow account has not renewed their license/certificate in Marion County for more than three years the account will be closed out.

OFFICE USE ONLY

Debit Account # _____ Account connected to cert# _____ Scan to certificate _____