

# ESCROW ACCOUNT APPLICATION

**BUILDING INSPECTIONS DEPARTMENT  
ESCAMBIA COUNTY, FLORIDA**

FOR OFFICE USE ONLY
ESCROW ACCOUNT NO: _____
DATE ESTABLISHED: _____

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
Street Address

City State Zip Code

PHONE NUMBERS: \_\_\_\_\_  
VOICE Phone Number FAX Phone Number

*Must be signed by each authorized agent:*

## AUTHORIZED SIGNATURES

_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Signature	_____ Print Name

*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 escrow 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 Escrow Accounts  
Escambia County Building Inspections Department (BID)**



**The following policies and procedures will be used for escrow accounts established with the Escambia County Building Inspections Department. This includes the use of funds deposited into escrow accounts for purchase of permits in accordance with the Department's permitting process.**

**OVERALL PROCEDURES:** The Escambia County 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 forty-eight (48) hours indicating the permit number, certification, fee amount, and the balance of the escrow account after the purchase of the permit. The BID fax lines, (850) 595-3599 and (850) 595-3490 will be open at all times; however, permits will only be processed between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, excluding holidays. Permit applications received after 2:00 p.m. will be dated the following business day.

**ESCROW ACCOUNT:** Each contractor/company who wishes may establish an escrow account with the Escambia County BID. All authorized signatures must be provided in the appropriate area on the reverse side of this form. All monies will be deposited and will be identified with the specific escrow account number. The contractor/company will not earn interest on this account. The minimum amount required to establish an escrow account is \$310.00 which includes a \$10.00 set-up and processing fee. 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 application with updated signatures for all authorized agents. A \$10.00 fee will be assessed for changes in account information as well as authorized agents, and will be deducted from the escrow account. All applications must be notarized and personally delivered or mailed (no copied or faxed applications accepted) to the Escambia County BID. A notary is available in the BID office.

**The mailing address for the Escambia County BID is: P.O. Box 17248, Pensacola, Florida 32522-7248.**

**PAYMENT OF FEES:** After an escrow 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 escrow account as each permit is issued. Any outstanding reinspection fees owed will be deducted from the escrow account balance. Once the balance of the escrow account is reduced below the cost of an individual permit, no further permits will be issued until additional monies are deposited into the escrow account. Each deposit must be a minimum of \$100.00. With each faxed or walk-in permit the available balance in the escrow 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. Escrow 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 placed in the appropriate area on the reverse side of this form. If a signature does not match the one on this form, permit issuance will be denied. Authorized signatures will be acknowledged as legal signatures.

***Please complete the reverse side of this form***