

FAX PERMITTING PROCEDURES

- * ELECTRICAL, MECHANICAL, PLUMBING AND ROOFING PERMIT APPLICATIONS MAY BE SUBMITTED THROUGH THE FAX.
- * YOU MUST HAVE A DEDICATED LINE FOR FAXES.
- * TO REGISTER, SUBMIT AUTHORIZATION FORM TO PERMIT CLERK. THERE IS A MINIMUM OF FIVE (5) PERMITS PER MONTH TO ENROLL.
- * CONTRACTOR/COMPANY MUST BE REGISTERED WITH THE CITY OF LAKELAND PRIOR TO USING FAX PERMITTING SERVICE.
- * CONTRACTOR/COMPANY INSURANCES AND ALL APPLICABLE REGISTRATIONS AND LICENSES MUST BE CURRENT.
- * ALL INFORMATION NEEDS TO BE COMPLETED ON PERMIT APPLICATION EXCEPT ZONING AND LEGAL DESCRIPTION. (DESCRIPTION OF WORK NEEDS TO BE DETAILED.) IF THE ADDRESS IS IN A MOBILE HOME PARK, LIST PARK NAME, PARK ADDRESS & LOT NUMBER UNDER LEGAL DESCRIPTION. IF YOU HAVE THE PERMIT NUMBER OF THE JOB SITE, PLEASE LIST AT TOP OF PERMIT APPLICATION.
- * AFTER WE RECEIVE YOUR APPLICATION AND IT IS PROCESSED, WE WILL FAX BACK TO YOU A COPY OF THE PERMIT. WE WILL DO THIS AS QUICKLY AS POSSIBLE - YOU **DO NOT** HAVE A PERMIT UNTIL WE HAVE ACTUALLY PROCESSED AND YOU HAVE RECEIVED THE FAX BACK.
- * ON THE 20TH OF THE MONTH, A BILLING SUMMARY WILL BE FAXED TO YOUR OFFICE FOR PERMITS AND ANY OTHER FEES CHARGED TO YOUR ACCOUNT. PAYMENT IS DUE ON THE LAST DAY OF THE MONTH, AND SHOULD BE MAILED TO OUR OFFICE ADDRESS AS SHOWN ON YOUR STATEMENT. PLEASE NOTE, WE DO NOT ACCEPT CREDIT CARD PAYMENTS. PAYMENTS NOT RECEIVED BY THE 10TH OF THE FOLLOWING MONTH WILL BE ACCESSED A PENALTY OF \$3.50 OR 1.5% WHICHEVER IS GREATER.
- * OUR FAX IS # 863-834-6091. YOU MAY FAX 24 HOURS A DAY.