



Office of Building Services

Lake County Debit Account Process
Procedure 1999-LC-28

315 West Main St., Tavares, FL 32778 · PO Box 7800
Phone (352)343-9653 · Website www.lakecountyfl.gov

I. PURPOSE AND SCOPE:

To establish a process and procedure for licensed contractors to pay Office of Building Services fees utilizing a debit account in which funds are held by the Clerk of the Board of County Commissioners.

II. DEFINITIONS AND REFERENCES:

III. PROCEDURES:

- A. Licensed contractors may establish a debit account with the Office of Building Services by completing an application and depositing a minimum of three hundred dollars (\$300.00) with the Office. Further deposits may be made at any time and no minimum balance is required. Receipts will be issued for all deposits and should be kept by the contractor as evidence of the deposit.
- B. Upon acceptance of the application and initial deposit, the debit account will be opened, and a confidential account number will be issued for the account. The account number will be needed to make transactions utilizing the debit account.
- C. Funds in the account may be used for all Office of Building Services fees and Office of Planning and Zoning Fees (including impact fees) and the applicant should designate such use on any application. Such funds may also be used for reinspection fees; however, the applicant must call the Office of Building Services and request such use for each permit prior to final inspection.
- D. All funds in debit accounts shall be held and maintained by the Clerk of the Board of County Commissioners. No interest earned will be used to offset the cost of maintaining and operating the debit account system.
- E. An applicant may terminate participation in the debit account program at any time by providing a written notice to the Office of Building Services. The clerk of the Board of County Commissioners shall refund all unused funds held in terminated debit account within thirty (30) days of receipt of the written notice of termination. Refunds will only be made to the person or entity whom set up the account.
- F. A refund will be issued if there has been no activity on the debit account for one hundred and eighty (180) days and the balance is below one hundred dollars (\$100), after notification has been sent out to the applicant. If no response is received from the applicant, the account will be closed, and funds forwarded to the State of Florida.



Office of Building Services

Debit Account Application

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Contractor Name / DBA: _____
State License Number: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____

1. I/We hereby request approval to utilize a debit account for purposes of paying Office of Building Services fees as allowed by Lake County Procedure 1999-LC-28.
2. I/We have read Lake County Procedure 1999-LC-28 and agree to all terms and conditions stated therein.
3. I/We understand that upon acceptance of this application, a confidential account number will be issued for this account. I/we agree that Lake County or the Clerk of the Circuit Court shall have no responsibility for misuse of this confidential account number. Furthermore, use of funds in this debit account will only be allowed for fees connected with permits, which have been issued to the applicant or which are under the applicant's control.
4. I/We agree that any interest owed on the account shall be retained by the County and be utilized to affect the cost of this program.
5. I/We agree that I/we or the County may cancel this account at any time with written notice and all unused funds will be returned within thirty (30) days of receipt of such notice.

Signature of Qualifier

State of Florida

County of Lake

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this _____ day of _____ 20_____, by _____ who is personally known to me or has produced _____ as identification.

Notary Public (Signature)