



DIVISION OF BUILDING SAFETY

201 S. Rosalind Avenue, 1st Floor
Post Office Box 2687 • Orlando, Florida 32802-2687
Telephone: 407-836-5522
ContractorLicensing@ocfl.net

Fast Track Member Services Registration Instructions

Fast Track Member Services allows licensed contractors the benefits of applying for permits, submitting E-Plans and paying for permit fees online by logging into <https://fasttrack.ocfl.net/OnlineServices/login.aspx> using an email address and a password. This service is currently only offered to licensed contractors registered with Orange County Division of Building Safety in good standing.

Please note: Fast Track Member Services is currently offered for ALL licensed contractors submitting Electronic Plans (E-Plans). Permits that are created online, processed in person, or sent by mail, will be able to be paid online.

The use of Fast Track Member Services requires the licensed contractor to establish an escrow account **or** to set up an account for credit card payments only. Escrow account deposits can be made via cash, check or credit card. For questions please contact ContractorLicensing@ocfl.net.

Registered Fast Track Members may choose One (1) of Two (2) Options to pay for permits, E-Plan submittals and re-inspection/after-hour inspection fees on-line – that are issued by the licensed contractor.

These Options include the following:

OPTION ONE: (Annual Fee)

For licensed contractors **WITH** an escrow account:

Please see “Escrow Account Withdrawal Form”.

As listed above, the licensed contractor can submit permits/e-plans, including paying for any associated fees on-line. If done by mail or in person, an Escrow Withdrawal Form signed by the licensed contractor will need to accompany the required application documentation, etc., to allow the fees to come out of escrow.

OPTION TWO: (No Annual Fee)

For licensed contractors **WITHOUT** an escrow account:

As listed above, the licensed contractor can submit permits/e-plans, including paying for any associated fees on-line, with a credit card.

Please note: Our office or the Fast Track Services online account - does not keep/store your credit card information on file.



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**FAST TRACK MEMBER SERVICES
REGISTRATION FORM**

New Registration Email Information Update

Date: ____ / ____ / ____

Contractor License Holder Name: _____
(Contractor individual name as listed on contractors' state license)

State Contractor License Number: _____

Phone Number (Office): (____)____-____ Phone Number (Cell): (____)____-____

E-Mail Address: _____
(Email address cannot be used by another applicant/licensed contractor – who is recorded within our Database)

1. I hereby request to become a member of Fast Track Services On-Line and also request a temporary password to access this On-Line Service.
2. I have read the Fast Track Registration Instructions and agree to all terms and conditions stated therein.
3. I understand that upon acceptance of this application, a temporary password will be sent to the email address designated for this account – as listed above; and I will have up to 24 hours to change this temporary password to a permanent one of my own choosing.
4. I agree that Orange County Division of Building Safety shall have no responsibility for misuse of this Fast Track account. Furthermore, use of funds within this escrow account or use of this online service with "credit card only" option, will only be allowed for fees connected with permits, which have been issued to the contractor of record/license number listed herein.
5. I am aware that this is a non-interest bearing account.

I wish to establish a Fast Track Services On-Line account with the following option:

- Fast Track account with funds
(See "To Establish an Escrow Account Requirement Form")
- Fast Track account – used with credit card only

This Fast Track on-line services account will be used for the following purpose(s):

- Permit Fees Re-inspection fees/After-hour inspection fees E-Plan Submittal

Sincerely,

(Signature of License Holder/Qualifier)

(Printed name of License Holder/Qualifier)

State of Florida

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did ___ or did not ___ take an oath.

Notary Public (Signature)

Notary Seal/Stamp: