



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:



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To Establish an Escrow Account

What is an escrow account?

An escrow account is similar to a savings account; funds deposited can be used to pay for fees associated with permitting.

For example: permit fees; reinspection fees; recording fees.

- The initial set up fee for an escrow account is \$182.00. This includes a minimum balance of \$150.00 and the first annual maintenance fee of \$32.00.
- A maintenance fee is assessed annually in the amount of \$32.00; which will automatically be deducted from the escrow account on May first of each year.
- Escrow accounts can be replenished in person or by mail. When mailing in a check; please write the Contractor's license number on the memo line of the check.
- Credit card authorizations are not accepted electronically or by phone.
- In order to access funds the following is required:
 - *Escrow Account Withdrawal Form* signed by the licensed Contractor.

Fast Track Members (Online Permitting Only)

- A minimum of \$50.00 is required in the escrow account in order to process online permits.
- Deposits made to the escrow account will be available immediately.



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Escrow Account Withdrawal Form

Date: ____/____/____

Contractor's License Number: _____

Contact Person: _____ Phone #(_____) _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contractor - Print Name: _____

Contractor - Signature: _____

Contractor - Email: _____

Please check applicable service:

Re-inspection Fee(s) Permit Number(s)
 Email to: BuildingRecords@ocfl.net _____

Overtime Inspection Permit Number
 Email to: FastTrack@ocfl.net _____

License Recording Fee
 Email to: ContractorLicensing@ocfl.net

***** ATTENTION FAST TRACK MEMBERS ***
(Online Permitting Only)**

Deposits made to the escrow account will be available immediately.