



Highlands County, Florida  
Development Services Department  
Building Department

## Highlands County Policy for Escrow Accounts

### I. Purpose and Scope:

To establish a process for licensed contractors to pay Building Department fees utilizing an escrow account in which funds are held by the Clerk of Courts for the Highlands County Board of County Commissioners.

### II. Procedures:

A. Licensed contractors may establish an escrow account with the Building Department by completing an application and depositing a minimum of three hundred dollars (\$300.00) with the Department. 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 escrow account will be opened and the contractor's competency number will be used to make all transactions for the account.

C. Funds in the account may only be used to pay Building Department fees for permits which have been issued to the applicant or which are under the applicant's control. Such funds may be used for all Building Department fees (including fees collected for other County Departments) and the applicant should designate such use on any permit application. Such funds may also be used for re-inspection fees; however, the applicant must call the Department and request such use for each permit. Funds may also be used for renewal of the applicant's contractor registration card upon the applicant's request.

D. All funds in escrow accounts shall be held and maintained by the Clerk of Courts for the Highlands County Board of County Commissioners. Interest will not be credited to individual escrow accounts, nor will interest be paid out in the event of an escrow account being closed.

E. An applicant may terminate participation in the escrow account program at any time by providing a written notice in writing to the Highlands County Building Department. The Clerk of Courts for the Board of County Commissioners shall refund all unused funds held in terminated escrow accounts within thirty (30) days of receipt of the written notice of termination. Refunds will only be made to the person or entity that set up the account.



Highlands County, Florida  
Development Services Department  
Building Department

Escrow Account Application/Agreement

Contractor Name: \_\_\_\_\_

If business entity - Qualifying Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

1. I/we hereby request approval to utilize an escrow account for purposes of paying Highlands County Building Department fees as allowed by Highlands County Board of County Commissioners.
2. I/we have read Highlands County Policy for Escrow Accounts and agree to all terms and conditions stated therein.
3. I/we understand that upon acceptance of this application your contractor registration number will be used to track your account. Use of funds in this 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; or for plan review; or renewal of your contractor's license.
4. I/we agree that any interest earned on the account shall be retained by Highlands County Board of County Commissioners.
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.

\_\_\_\_\_  
Building Dept. Representative

\_\_\_\_\_  
Applicant's Signature