

## **FAX PERMIT APPLICATION PROCESS**

In an effort to provide increased customer service, a policy to submit applications by FAX for simple counter type permits that do not require review and approval of plans was established. These types of permits include simple Stand-alone Plumbing, Mechanical, and Electrical permits, and Reroof Permit Applications. The appropriate application forms and worksheets can be found on the "Applications, Forms & Worksheets" link at the top of the Building and Safety Services web page.

### **Requirements for using the FAX Permit Application Process:**

- A charge account or credit card must be established and on file with the department for payment of all applicable permit and application fees. Contact the Public Counter Cashiering section for details.
- All contractors shall provide verification of a valid California State Contractors License as applicable to the permit, Workers Compensation Insurance or Exemption, and City of Fresno Business License.
- FAX cover sheet with a contact name and phone number.
- Completed "Permit Signature Affidavit" signed by the authorized agent or applicant.
- Completed Worksheets and/or application forms. Proposed use/permit type shall be clearly identified. (Residential, Multi-Family, Commercial)

Current policy allows for a 24 hour period to process all FAX permit requests. Increasing volume of permit requests requires reinforcement of this policy. Once FAX requests are received, permits will be processed and issued within 24 hours of the request. FAX requests received after 3:00 PM will not be processed until the following day. Complete information must be provided when submitting all FAX permit requests. Incomplete submittals will cause delays in processing permits.

All inspection requests are required to be scheduled a minimum of 24 hours in advance. Same day inspections are not granted. Inspections cannot be scheduled for a date prior to the 24 hour period after the permit application is processed, permit issued, and fees paid.