

TRUST ACCOUNTING FOR EXCAVATION PERMITS

Dear Contractors,

The City of Fort Collins Engineering Department is offering Trust Accounting to pay for your excavation permits at the time of approval. There will now be three methods of paying for your permits; check, credit card and new trust accounting. **Invoicing your permits will no longer be an accepted method for payment.**

What is Trust Accounting? Trust accounting is a process that allows a contractor to deposit funds with the Development Review Center to be held in a "Trust Account". The trust account enables the contractor to obtain permits without personally coming into the office and without experiencing the possible problems associated with obtaining checks for individual permits.

How do I open a Trust Account? To open a Trust Account, you provide the Engineering Department with a check for the amount you choose. A Trust Account will be established and ready for use by the following business day after the money is received. The applicant is responsible to maintain a sufficient balance to pay for the permits that you request. To check your balance online go to the following link: www.fcgov.com/CitizenAccess.

Can I start any jobs (projects, permits) if I have money in the account? You can only start jobs for which you have a valid permit issued by the City. You are still responsible for ensuring that a permit has been issued prior to beginning work on the job. It is mandatory that you submit the permit applications to the Engineering Department prior to commencing work on a job. Any emergency work requires that notification to City Departments and a permit be obtained within 24 hours of the work or the next business day, whichever occurs first.

What if I already have a Trust Account I use for building permits? You will use the same trust account you already use for building permits, however you will need to contact the Development Review Center at **970-416-2740** to request your right-of-way license be attached to your existing account. Please have your right-of-way license number available when calling in.

Please note that if you have approved permits that have not been paid or have been invoiced (see attached invoice), these must be paid using your trust account, check or credit card. If there are funds available in the trust account, the permits will automatically be paid using this option. Do not call the Building Review number unless making a credit card payment as they will not be processing your trust account payments.