



PHONE PERMIT SYSTEM

In order to respond more efficiently to building permit requests, the Building Safety Division offers the ability to fax in requests for companies using the Phone Permit System.

Note: The Phone Permit System use is for properly licensed California contractors and is limited to work that does not require plans, such as residential reroofs, residential service changes, and residential hvac replacements. The contractor is required to have a current City of Modesto Business License.

To apply, submit a completed Credit Authorization Form* to:

Sherry Bertolotti
Building Safety
City of Modesto
P.O. Box 642
Modesto, CA 95353

- Once you have been approved to use the Phone Permit System, you may apply for building permits by faxing in a completed Phone Permit Application to the Phone Permit System fax number: 571-5510
- When the fax is received, city staff will process your request. After the permit is issued, you will be notified by one of the following options:
 - E-mail (copy of Permit and Credit Card Receipt)
 - Phone Notification of Permit Number and Credit Card Charge (Permit and Credit Card Receipt via Mail)
- Applications **will be processed with in 2 working days of the received date.**

If you have any questions on this procedure, please call our office at 577-5232.

* Please note that a current authorized "wet" signature must be on file at all times; when your credit card expires you must complete and submit a new Credit Authorization Form.

