



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Permit Tracking Worksheet

ServiceFax™

The History Behind Every Service Provider™

Project Information

Project Name: _____

Property Address: _____

Homeowner Name: _____

Contractor Name: _____

Building Department / Jurisdiction: _____

Project Start Date: _____

Estimated Completion Date: _____

Permit Responsibility Verification

Who is responsible for obtaining permits?

☐ Contractor

☐ Homeowner

☐ Both

Permit Costs Included in Contract?

☐ Yes

☐ No

☐ Not Sure

Permit Tracking Log

Permit Type	Permit Number	Application Submitted	Approved Date	Expiration Date	Status
Building Permit					
Electrical Permit					
Plumbing Permit					
Mechanical / HVAC Permit					
Roofing Permit					
Window / Door Permit					
Pool Permit					
Other					

Status Options

☐ Not Required

☐ Submitted

☐ Pending Review

☐ Approved

☐ Inspection Scheduled

- ☐ Inspection Passed
 - ☐ Correction Required
 - ☐ Closed
-

Inspection Tracking

Inspection Type	Date Scheduled	Inspector	Result	Notes
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Foundation

Framing

Electrical

Plumbing

HVAC

Roofing

Final Inspection

Inspection Results

- ☐ Passed
 - ☐ Failed
 - ☐ Reinspection Required
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Correction Notice Tracking

Date Issued	Department	Correction Required	Resolved Date
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Final Permit Close-Out Verification

Before final payment is released:

- ☐ All required permits approved
- ☐ All inspections passed

- ☐ All correction notices resolved
 - ☐ Final inspection completed
 - ☐ Permit officially closed
 - ☐ Final permit documentation received
 - ☐ Permit closure verified with local authority
-

Permit Documentation Received

- ☐ Permit Application
 - ☐ Approved Permit
 - ☐ Inspection Reports
 - ☐ Correction Notices
 - ☐ Final Approval Letter
 - ☐ Certificate of Completion
 - ☐ Certificate of Occupancy (if applicable)
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Homeowner Notes

ServiceFax Consumer Protection Reminder

- ✓ Always verify that required permits have been obtained before work begins.
- ✓ Permit responsibility should be clearly stated in your contract.
- ✓ Never assume permits are unnecessary, confirm with your local building department.

- ✓ Request copies of permits and inspection approvals throughout the project.
- ✓ Avoid making final payment until all permits have been closed and final inspections have passed.

Signatures

Homeowner: _____

Date: _____

Contractor: _____

Date: _____

