



CITY OF MASCOTTE UTILITY SERVICE REQUEST FORM



____/____/____
Date of Service

Account Number

CUSTOMER INFORMATION

Last Name

First Name

Middle Initial

(____)_____
Phone Number

E-Mail Address

Service Address:

*Complete Separate Form for Social Security Number

Street Number and Name

Mailing Address:

Street Number and Name City State Zip Code

Signature of Owner or Tenant

____/____/____
Date

SERVICE REQUESTED

Connection Disconnection Check for Leak Re-read Check for Meter Damage

Meter Reading _____ Meter Serial # _____ Transmitter # _____

Request Trash Can

Request Recycle Bin

Order Processed By: _____
Accounting Staff Name

Date Sent to Public Service: ____/____/____

Time Sent to Public Service: _____

Service Performed By: _____
Public Services Staff Name

Lock put on Meter Customer Removed Lock

Date Service Performed: ____/____/____

Time Service Performed: _____ a.m. (p.m.)

COMMENTS: _____

BUSINESS/INDIVIDUAL NAME _____

SOCIAL SECURITY # _____

CHAPTER 119 (2007)

119.071(5) (2a) Other Personal Information

2. a. An agency may not collect an individual's social security number unless the agency has stated in writing the purpose for its collection and unless it is: (I) specifically authorized by law to do so; or (II) Imperative for the performance of that agency's duties and responsibilities as prescribed by law. b. Social security numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement.
3. An agency collecting an individual's social security number shall provide that individual with a copy of the written statement required in subparagraph 2.
4. a. Each agency shall review whether its collection of social security numbers is in compliance with subparagraph 2. If the agency determines that collection of a social security number is not in compliance with subparagraph 2, the agency shall immediately discontinue the collection of social security numbers for that purpose. b. Each agency shall certify to the President of the Senate and the Speaker of the House of Representatives its compliance with this subparagraph no later than January 31, 2008.
5. Social security numbers held by an agency are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption applies to social security numbers held by an agency before, on, or after the effective date of this exemption.
6. Social security numbers may be disclosed to another agency or governmental entity if disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

➤ *The statute below only applies to the application for a Business Tax Receipt*

FLORIDA STATUTE -
CHAPTER 205 (2005)

205.0535 Reclassification and rate structure revisions.--

- (5) No license shall be issued unless the federal employer identification number or social security number is obtained from the person to be licensed.

Signature of Applicant:

Date:

Print Name:



City of Mascotte

City Hall (352) 429-3341
Fire Department (352) 429-4766
Police Department (352) 429-3393
Public Services Department (352) 429-4429

Residential Change of Occupancy/Use Permit Procedures

- 1) Once the completed permit application* is received and permit fee is paid, the City Official(s) will be notified and an inspection will be scheduled. *This includes an existing floor plan as well as a second plan with any proposed changes that will be made to the property.

- 2) City Official(s) will do a walk through inspection. If there are any questions concerning the health, safety and welfare of the public, the City may require expert opinions of outside sources to verify building is up to code and create an inspection report outlining all necessary work that will need to be done in order to bring building up to the current building code. This report will be sent to City Hall. If, during the inspection, the City Official feels there are issues that need to be addressed by the City's fire department this will also be reflected in the report. City Staff will include any planning/zoning requirements that will need to be addressed as well. City Staff will forward report to the customer within a reasonable amount of time.

- 3) Once all work has been completed, the building is brought into compliance and received a final inspection, a Certificate of Occupancy will be issued and signed by Building Official, Fire Chief and Building and Planning Manager.



City of Mascotte

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Landlord/Tenant Affidavit

(Owner) (Designee)

I, _____ do hereby authorize my tenant or
(Landlord/Owner)

_____ or his authorized agent/contractor to
(Tenant/Designee Name)

obtain any necessary permits and/or make improvements to my property located at

(Subject property – include unit # if applicable)

Signature of Owner OR Authorized Agent



Change of Occupancy Inspection Report

Inspection Request Received: Date: _____ Time: _____
 Inspection Scheduled: Date: _____ Time: _____
 Inspection Fee Paid: 50.00

Address:
 Name:
 Phone #:

Inspection Conducted Date: _____ Time: _____

	Pass	Fail
1. Windows and Screens.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Address Marker.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Smoke Detectors.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire Extinguisher / 5 lb.ABC / (rental property).....	<input type="checkbox"/>	<input type="checkbox"/>
5. Electrical.....	<input type="checkbox"/>	<input type="checkbox"/>
6. Flooring.....	<input type="checkbox"/>	<input type="checkbox"/>
7. Doors.....	<input type="checkbox"/>	<input type="checkbox"/>
8. Entry/Egress.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Plumbing.....	<input type="checkbox"/>	<input type="checkbox"/>
10. Outside Appearance.....	<input type="checkbox"/>	<input type="checkbox"/>
11. Backflow Meter (Sprinkler or Commercial).....	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Power: On Off

	Approved	Denied	N/A
Temporary Water Service.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Water Service.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City Official: _____ Date: _____ Time: _____

		Passed	Failed
Reinspection Date: _____	Reinspection:	<input type="checkbox"/>	<input type="checkbox"/>
City Official: _____		Date: _____	Time: _____

Note: This is a visual inspection. The official performing this inspection will not be held liable for any unseen Hazards that could cause damage to structure or injury to someone.



Welcome to the City of Mascotte! Residential Customers

Utility Deposit: A utility deposit of \$150.00 and a turn-on fee of \$35.00 must be paid at time of application for new services. To terminate services, you must submit the proper forms to City Hall including a forwarding address. Upon termination of services, your deposit is applied to the final utility bill. Any remaining deposit will be refunded (typically the month following when service is disconnected). If a balance remains owed, you will be billed accordingly.

Change of Occupancy Fee: A fee of \$50.00 will be charged to the property of any rental property with each tenant change. This fee covers inspections that are required of rental properties to ensure that the property is up to the Building Code standards in order to protect the tenants.

Water Rates: An availability charge of \$28.00 is billed to all residential water utility accounts within the City. This fee is for the City providing water service to a property whether any water is used or not. The City uses a tiered water rate calculation as indicated below: **Minimum bill of \$56.00**

Gallons	Water Rate
Availability Rate:	\$28.00 Availability Rate (0-999 gallons-even if zero gallons are used)
1 st Step: 1,000-2,999	\$28.00 minimum + \$3.00/thousand gallons
2 nd Step: 3,000-5,999	\$28.00 + Step 1 + \$4.00/thousand gallons
3 rd Step: 6,000-9,999	\$28.00 + Step 1 + Step 2 + \$5.00/thousand gallons
4 th Step: 10,000-14,999	\$28.00 + Step 1 + Step 2 + Step 3 + \$6.00/thousand gallons
5 th Step: 15,000-24,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + \$6.25/thousand gallons
6 th Step: 25,000-34,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + \$7.00/thousand gallons
7 th Step: 35,000-49,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + \$7.50/thousand gallons
8 th Step: 50,000-99,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + Step 7 + \$8.00/thousand gallons
9 th Step: 100,000 and over	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + Step 7 + Step 8 + \$9.00/thousand gallons

The utility billing period covers approximately a 30 day period. This period typically starts around the 1st of each month. Bills are mailed between the 13th and 20th of each month. **Bills are due on the 1st of every month.** On the 11th at 7:00am a 10% late fee will apply and your account is subject to disconnection any time thereafter. There is a \$35.00 service charge for all accounts that make the disconnection list. If water is requested to be turned back on after our work hours, an additional **\$65.00 fee** will be required. Any outstanding balance, including late fees, service charge and reconnection fees, must be paid in full to restore service. On all return checks, service will be disconnected immediately. Also a cut-off fee of \$35.00 and NSF charge of \$25.00 will apply. **There are no exceptions to this policy!**

Stormwater Rate: A stormwater fee of **\$7.00** is billed on your monthly invoice. This fee is used to fund activities that prevent flooding and untreated storm water run-off.

Trash Rates, Pick-up Schedule and Recycling: The monthly residential trash collection fee is **\$21.00.** If you are located north of Hwy 50, east of Elizabeth Ave, your trash will be picked up on Tuesday and Friday. If you are located north of Hwy 50, west of Elizabeth Ave and south of Hwy 50, your trash will be picked up on Monday and Thursday. Recycle containers are picked up once a week on **Wednesday.** If you need a trash can or a recycle container call City Hall. Bulk trash is included in your monthly fee and is picked up by Advanced Disposal **upon request.** Contact **Advanced Disposal at (800) 348-4701 for all bulk trash pickups.** If you have any questions or complaints please call City Hall at (352) 429-3341.

CITY OF MASCOTTE CONTACT LIST

City of Mascotte
City Hall
100 E. Myers Blvd.
Mascotte, FL 34753

City Office Hours of Operation
7:00am to 5:30pm Monday – Thursday
Closed Friday, Saturday, Sunday
and Holidays

Police & Fire Emergency - Dial 911 Non-Emergency - (352) 343-2101

Utility Emergencies – (352) 267-2272

City Council

Mayor – Tony Rosado
Mayor Pro-Tem – Brenda Brasher
Council Member – Steven Sheffield
Council Member – Alberto Dominguez
Council Member – Louise Thompson

City Hall – (352) 429-3341

City Manager – Jim Gleason
Finance Director – Dolly Miller
City Clerk – Michelle Hawkins
Accounts Payable – Stephanie Abrams
Utility Billing – Alana Wilson
Customer Service – Alissia Spivey

Police Department (352) 429-3393

Police Chief – Rolando Banasco
Police Assistant – Joanny Nazario
Code Enforcement (352) 429-3393

Fire Department (352) 429-4766

Chief - Randy Brasher

Public Services Department (352) 429-4429

Public Services Director – Larry Walker

City Council Meetings: 1st and 3rd Monday of each month at 6:30 pm or as scheduled. Meetings are held at the Tedder-Thomas Memorial Civic Center located at 121 N. Sunset Avenue.

Forms of Payment: The City accepts cash, checks, money orders and credit cards (Visa, MasterCard and Discover ONLY- **\$3.00 convenience fee**). To avoid long lines, customers are encouraged to mail their payment or use our payment drop box located at the entrance to City Hall.

(Only Checks and Money Orders)