

**Process for “Call in Permit’s”:**

The City of Star provides a phone-in permit system. Electrical, Mechanical, Plumbing Contractors and Excavators will be able to call this office for a permit rather than coming to the office to purchase them. To set up a phone-in permit account please bring into City Hall: your original, valid state issued contractors license; fill out our application to be on our phone-in permit list and apply and purchase your first permit at that time or call 286-7247 for further information.

- ❖ **You will then have 10 calendar days to remit payment for the permit or the fee will automatically double. Until the permit fees are paid no final inspections will occur. Any company paying double fees more than 2 (two) times will be removed from the Phone-in Permit List permanently.**
- ❖ **Any returned checks will remove you from the “Call in List” and will require cash payment in full when pulling a permit. In addition the City of Star has a \$35.00 returned check fee.**