



City Department Alternate Contact List

In order to minimize the potential spread of the coronavirus, City offices are closed to walk-in visitors. Staff is available to assist customers by phone or email during normal business hours. Please use the following contact information:

City Hall

- **General Inquiries** | (407) 571-8000
- **City Manager's Office** | APhillips@altamonte.org | (407) 571-8031

Building and Fire Safety/Code Enforcement

- (407) 571-8433
- New construction inspections are being conducted.

City Clerk

- **Business Tax Receipts** | BusinessTax@altamonte.org (407) 571-8116
- **Lien Verification Requests** | Liens@altamonte.org | (407) 571-8119
- **Public Records Requests** | CityClerk@altamonte.org | (407) 571-8117
- **All Other Items** | CityClerk@altamonte.org | (407) 571-8122

Finance

- **Insurance Claims/Risk Management** | TKrewson@altamonte.org | (407) 571-8068
- **Vendor Payments** | AccountsPayable@altamonte.org | (407) 571-8097
- **Procurement/Bids/Purchase Orders** | Procurement@altamonte.org | (407) 571-8079
- **Utility Billing** | (407) 571-8044
 - Payments must be made online, by phone or placed in a Utility Billing Drop Box located in front and behind City Hall. **No cash payments are accepted at this time.**
 - For new utility services, email a notarized work order to UtilityBilling@altamonte.org.

Growth Management

- (407) 571-8160
- Plans and applications can be placed in the bin for staff to process. In case of inclement weather, please place plans in the bin located inside the Police Department lobby. Please ensure all applications are complete and include accurate phone numbers and email addresses.
- For security purposes, slide checks through the City Hall Annex double doors.

Human Resources

Job applications can be delivered:

- *In Person:* In the Utility Billing Drop Boxes located in front and behind City Hall.
- *By Mail:* City of Altamonte Springs
ATTN: Human Resources
225 Newburyport Avenue
Altamonte Springs, FL 32701
- *By Email:* GR82B@altamonte.org

Public Works & Utilities

- (407) 571-8567
- **After Hours:** (407) 571-8686

Recreation

- **Eastmonte, Westmonte and Merrill Parks** | (407) 571-8740

For more information, visit www.Altamonte.org/COVID-19.