



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION**

1 N. University Drive, Box #302 • Plantation, Florida 33324 • 954-765-4400 • [broward.org/building](http://broward.org/building)

## **CONTRACTOR REQUEST TO CANCEL A PERMIT**

If a Contractor wants to cancel a permit, he/she shall submit proof to the Building Official that the owner of record for the permit has been notified. Proof shall be either a copy of a certified registered letter and return receipt received by the owner, or by a notarized letter from the owner stating that he/she is aware of the cancellation of the permit and has no objection to the request. In addition, the Contractor will send the Building Official a letter stating that the Building Official is held harmless from any legal involvement. Upon receipt of these documents, the existing permit will be cancelled after a field inspection has been completed.

If a Sub-Contractor wants to cancel a permit, the same procedures apply, with the exception that the Sub-Contractor must show proof to the Building Official that both the Contractor and the Owner of Record have been notified and have no objections. The Sub-Contractor will also send a letter to the Building Official stating that the Building Official is held harmless from any legal involvement.

(form is on reverse side)



Broward County Board of County Commissioners

Mark D. Bogen • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine  
[www.broward.org](http://www.broward.org)

# CANCELLATION OF PERMIT BY CONTRACTOR

Date: \_\_\_\_\_

Permit # \_\_\_\_\_

## Permit Holder:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

## Reason(s) for Cancellation of Permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Before me has personally appeared who is personally known to me or has presented

\_\_\_\_\_, as identification and  
acknowledged he/she executed this instrument for the purpose(s) indicated

Sworn and Subscribed before me \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
My Commission expires:

\_\_\_\_\_  
Notary Public State of Florida