



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

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

CANCELLATION OF PERMIT BY CONTRACTOR

Date: _____

Permit # _____

Permit Holder:

Name: _____

Address: _____ City: _____ State: _____ Zip _____

Phone # _____ Cell # _____

Reason(s) for Cancellation of Permit:

Signature of Permit Holder _____ Date: _____

Sworn to (or affirmed) and subscribed before me by means of

physical presence or online notarization, this ____ day of _____, ____ (year),
by _____ (name of person making statement)