

Resilient Environment Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

CONTRACTOR REQUEST TO CANCEL A PERMIT

If a Contractor wants to cancel a permit, proof shall be submitted 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 (please see below example) 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.

Example of Proof of Service (Return Receipt):



Certified Mail Receipt | USPS.com store.usps.com Stamps.com stamps.com



(Form is on reverse side)

CANCELLATION OF PERMIT BY CONTRACTOR

Date:		Permit #			
Permit Holder:					
Name:					
Address:	City:		State:_	Zip	
Phone #	Cell #			_	
Reason(s) for Cancellation	on of Permit (Must includ	e Property A	ddress):		
Signature of Permit Holder			Date:	_	
Sworn to (or affirmed) and	subscribed before me by r	neans of			
$\ \square$ physical presence or $\ \square$	online notarization, this	day of	,(year),	
by	(name of person making	statement)			