Public Works and Environmental Services 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 of Permit (Must include Property Address):

_____

_____

_____

_____

_____

_____

_____

_____

_____

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)