



PERMIT / APPLICATION CANCELLATION PROCEDURES

Permit applications and Issued permits may only be cancelled if no work or installation has commenced. If work or installation has commenced, the job must come to completion and receive an approved final inspection. The Contractors of issued permits, where the work has commenced, may only be changed through a Change of Contractor form. (Located on our website or in office.)

The cancellation of a permit by the Contractor, Owner, or Sub-Contractor requires the completion of the Permit Cancellation request form and notarized signatures from the qualifier and property owner. The Permit Cancellation Request, when submitted, will be sent for inspection of the job address to ensure work or installation has not commenced. Expired Permits/Applications will result in a \$50.00 fee for Cancellation. Entrance to the job may be required and shall be provided to the inspector for cancellation inspection. Following the inspection of the job address, the inspector will provide a determination of the permit cancellation inspection.

The permit application or issued permit may then be cancelled pursuant to the determination by the inspector. Following the determination, correspondence will be sent notifying all signing parties whether the Permit Cancellation Request was approved or denied. The City's Building Official reserves the right to make the final determination of the Permit Cancellation Request.

By signing this Permit / Application Cancellation Procedures you are in agreement of the terms and fees that apply to this process.

Signature of qualifier

Date

Signature of Property Owner

Date

City of Fort Myers
1825 Hendry Street #101
Fort Myers, FL 33901
(239)321-7925
E-Permits@cityftmyers.com



City of Fort Myers
 Community Development Department
 Building, Permitting & Inspections Division
 1825 Hendry Street #101
 Fort Myers, FL 33901
 (239)321-7925
<mailto:E-Permits@cityftmyers.com>

Request for Application / Permit Cancellation

Date: _____ Request to cancel Permit # _____

Property Address: _____

Permit Description: _____

Check all/any that apply:

- _____ No Work Performed (Plans must be at job site)
- _____ Work Removed (Plans must be at job site)
- _____ Homeowner/Contractor unreachable: Means of Contact (i.e. Certified mail) _____
- _____ Superseded by another Permit Other Permit Number _____
- _____ Duplicate Other Permit Number _____

Reason for Cancellation:

Contact Information

Name: _____ Phone: _____ -- _____

Email: _____

WARNING: If work has taken place and the Permit is cancelled, you will be in violation of section 105.1 of the Florida Building Code, failure to obtain a Permit. I certify that no work or installation has commenced. I (we) agree to hold the City of Fort Myers, it's agents and authorized employees harmless and relieve them from any responsibility or liability for any legal action or damage resulting from the cancellation of the permit. I am aware of, acknowledge, and have no objection to the cancellation of the permit.

Signatures

 Signature of Property Owner

 Signature of Qualifier

STATE OF _____ COUNTY OF _____ SWORN TO
 (OR AFFIRMED) AND SUBSCRIBED BEFORE ME
 THIS _____ DAY OF _____, _____ BY
 _____ (NAME OF PERSON MAKING
 STATEMENT), PERSONALLY KNOWN _____ OR
 PRODUCED IDENTIFICATION _____, TYPED OF
 IDENTIFICATION _____

State of _____ County of _____ SWORN TO (OR
 AFFIRMED) AND SUBSCRIBED BEFORE ME THIS
 _____ DAY OF _____, _____ BY
 _____ (NAME OF PERSON MAKING
 STATEMENT), PERSONALLY KNOWN _____ OR
 PRODUCED IDENTIFICATION _____, TYPED OF
 IDENTIFICATION _____

 (SIGNATURE OF NOTARY PUBLIC)

 (SIGNATURE OF NOTARY PUBLIC)

SEAL

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