



## **PERMIT CANCELLATION PROCEDURES**

**Permit applications and issued permits may only be canceled if no work or installation has commenced.**

- If no work has commenced, the work must be completed and receive all approved final inspections.
- A change of contractor may be required to complete the permitted work

**The cancellation of a permit requires completion of the “Permit Cancellation Request” form.**

- Primary permits;
  - Permit cancellation form and signatures from the permit holder and the owner.
- Secondary permits;
  - Permit Cancellation Form with signatures from the prime contractor and the sub-contractor.

**When the “Permit Cancellation Request” is submitted;**

- An inspector will be sent out to ensure work or installation has not commenced.
- You are required to provide access to the premises for this inspection.

**The inspector will determine if the permit may be cancelled.**

- Following the inspector’s findings, a correspondence will be sent out notifying all parties, listed on the request of the determination.
- The Building Official reserves the right to make the final determination of the Permit Cancellation Request.



## **PERMIT CANCELLATION REQUEST**

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

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

### **Job Information**

Description of Work: \_\_\_\_\_  
Job Address: \_\_\_\_\_ Job Phone: \_\_\_\_\_

### **Property Owner**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Contractor**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ zip \_\_\_\_\_

### **Sub-Contractor**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ zip \_\_\_\_\_

### **Reason for cancellation of Permit:**

*I the undersigned certify the no work or installation has commenced. I do agree to hold the Town of Lauderdale-By-The-Sea harmless and relieve it from responsibility or liability for any legal action or damage resulting from the cancellation of this permit, I am aware of and have no objection to the cancellation of this permit.*

### **Signatures:**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Qualifier

\_\_\_\_\_  
Sub-Contractor

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

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

\_\_\_\_\_  
Date;

\_\_\_\_\_  
Notary to Owner

\_\_\_\_\_  
Notary to Contractor

\_\_\_\_\_  
Notary to Sub-Contractor

Seal

Seal

Seal



## **PERMIT CANCELLATION INSPECTION**

INSPECTOR: \_\_\_\_\_

INITIALS: \_\_\_\_\_

DISCIPLINE: \_\_\_\_\_

DATE: \_\_\_\_\_

### ***CHECK ONE***

APPROVED TO BE CANCELLED

DENIED TO BE CANCELLED

NOTES: \_\_\_\_\_

\_\_\_\_\_

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## **PERMIT CANCELLATION OR DENIAL CONFIRMATION**

CONFIRMATION SENT:  PROPERTY OWNER  CONTRACTOR  SUB-CONTRACTOR

CANCELLATION DATE: \_\_\_\_\_

PERMIT TECHNICIAN INITIALS: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_