



TOWN OF SOUTH PALM BEACH

3577 South Ocean Blvd., South Palm Beach, Florida 33480
(561) 588-8889 Main ♦ permits@southpalmbeach.com ♦ www.southpalmbeach.com

CHANGE OF PERMITS STATUS REQUEST FORM

***Please attach a notarized letter from the permit holder stating the reason for the change with this form. ***

Permit Number: _____ Original Application Date: _____ Expiration Date: _____

Permit Address: _____

Applicant's Printed Name: _____ Phone: _____

Applicant's Email: _____

Original Permit Description: _____

Applicant is requesting one (1) of the following to be approved by the Building Official:

Cancellation of Building Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. **No fee due.**

Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$75.00 permit application and \$75.00 per sub permit (if applicable). Applicant for the renewal can only be the contractor licensed for type of work being renewed.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon submittal.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

NOTARY

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, on this _____ day of _____, 20____.

STAMP

Notary's Signature _____

Personally Known or Type of Identification Produced: _____

BUILDING DEPARTMENT USE ONLY

Application Date: _____

Cancellation of Building Permit Application. No Fee.

Renew Building Permit one time for _____ month(s). Fee: \$75.00 per application and \$75.00 per sub permit (if applicable).

The permit shall become null and void on _____, 20____.

Fee Due: \$ _____ cash /check _____ Date Payment Received: _____

Building Official: _____ Approval Date: _____

