



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 letter 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: _____