

Permit Cancellation Request

Date	Permit/Process Number
Contractor Name	Contact Name
Job Address	Apartment/Unit Number
Telephone Number	E-Mail Address

A Permit Cancellation Request may be submitted if no work has taken place. If work has taken place a Change of Contractor must be submitted.

WARNING: If the work has taken place and the permit is cancelled, you will be in violation of section 109.4 of the Florida Building Code, failure to obtain a permit and will be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

Owner

Print Owner's Name _____ Owner's Signature _____

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____ day of _____, 20____, by _____

Personally
 Produced Identification – Type of Identification _____

 Signature of Notary Public (SEAL)

Contractor

Print Qualifier's Name _____ Qualifier's Signature _____

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____ day of _____, 20____, by _____

Personally
 Produced Identification – Type of Identification _____

 Signature of Notary Public (SEAL)

Office Use Only

Date of Receipt:	Permit Cancelled <input type="checkbox"/> Yes <input type="checkbox"/> No
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ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Excellence Miami Beach

Form Name	Permit Cancellation Request
Form Purpose	This form is completed if an owner or permit holder would like to request the cancellation of a permit.
Requirements	The permit must be active, signed and notarize by the contractor and/or owner. No expired permit will be canceled.
Associated Fees	Minimum Permit Fee
Additional Info	If the work has taken place, you will be in violation of section 109.4 of the Florida Building Code, Work commencing before permit issuance.
Form Submittal	Submit to ADMIN , the original signed and notarize Permit Cancellations Request at the Building Depart.
For Assistance	Please contact: <ol style="list-style-type: none">1. In – person: Building Department, Miami Beach City Hall, ADMIN 1700 Convention Center Drive, Miami Beach, Florida 331392. Via Telephone: 305-673-76103. Via E-mail (Questions Only): Jacqueline (Jackie) Perez at: JacquelinePerez2@miamibeachfl.gov Milagros (Milly) Robayna - MilagrosRobayna@miamibeachfl.gov4. Online: www.miamibeachfl.gov

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.