



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
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Change of Permit Status Request

Please note: Form to be filled out by Property Owner, Contractor, or Authorized Agent (attach Authorized Agent Letter)

Date: _____ **Permit Number:** _____

Permit Address: _____

Applicant: _____ **Phone:** _____
(Please Print)

Email: _____

Original Permit Description: _____

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

Cancellation of Building Permit (No work commenced; No fee due.)

Cancellation of Contract between Property Owner and Contractor
(Submit letter from both Property Owner and Contractor. \$50.00 fee due)

Renew Building Permit one time for _____ month(s)
(Building Official to determine length of time. The fee is \$50.00 + 30% of the original permit fee.)

Other (Work commenced, no inspections and/or final inspection conducted; Property Owner and/or Contractor must submit letter in regards to expired permit. \$50.00 fee due.)

By signing, I certify that the above is true and accurate.

Applicant Signature: _____ **Date:** _____

BUILDING DEPARTMENT USE ONLY

Fee Due: \$50.00 (cash or check _____) Date: _____ OR: _____
(Renewal fee is \$50 + 30% of the original permit fee. There is no fee for the cancellation of a permit if no work was done.)

Building Official: _____ **Date:** _____