



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435  
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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)
- Cancellation of Contract between Property Owner and Contractor  
Submit letter from both Property Owner and Contractor.
- Renew Building Permit one time for an additional 6 months
- Other (work commenced, no inspections and/or final inspection conducted)  
Property Owner and/or Contractor must submit letter in regards to expired permit.

**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: \_\_\_\_\_  
(No fee for the cancellation of a permit.)

**Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_