



PERMIT WITHDRAWAL FORM

Date: _____

I, _____, formally request withdrawal of permit # _____, at _____.

I understand that I will not receive a refund of the initial pre-pay for this permit per City Ordinance No. 04-4509. I will receive $\frac{1}{2}$ of the building permit fee paid if the permit was active at the time of the cancellation and within 6 months of issuance of the permit.

I understand that the plans submitted will be discarded by the City of Sarasota Building department within 30 days if not picked up by the contractor of record.

_____ I am requesting the plans and specifications be held for 30 days so that I may pick them up at the office.

_____ I am requesting $\frac{1}{2}$ refund.

_____ Discard the plans and specifications on file.

By signing here, you acknowledge no work was done.

Signature of Contractor or Agent _____

Printed name of Contractor or Agent _____

This form may be faxed to the City of Sarasota at (941)954-4178.

Date received _____

Date Processed _____