



## 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 ½ of the building permit fee paid if the permit was active at the time of the cancellation.

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 ½ refund.

\_\_\_\_\_ Discard the plans and specifications on file.

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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 \_\_\_\_\_