



Form Completed By: Owner-Builder Contractor Design Professional

Date of Request Permit Number Primary Permit # (If Applicable)

Number of Previous Requests Has Work Commenced: Yes No

Type of Request

- Reactivate an Application/Expired Permit
- Reactivate an Application/Permit and submit a change of contractor (Please fill out pages 2, 3, and 4 of the change of contractor form attached)

Reason for Extension

Property Information

Property Address: _____
Parcel/Tax Folio No.: _____

Qualifier Information

Company Name: _____
Qualifier Name: _____ Phone: _____
Email: _____

Qualifier State License No.:

Signature: Qualifier/Owner-Builder: _____

Printed Name: Qualifier/Owner-Builder: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal



Permit and Proposed Contractor Information

Date: _____ Permit Number: _____
Proposed Contractor Name: _____
Proposed Contractor Email: _____
Portal Account Name: _____
Job Address: _____

Change of Contractor Process Scenario Options

- Scenario 1: Change of Contractor Identified on Permit
- Scenario 2: Terminate and Replace the Contractor Identified on the Permit
- Scenario 3: Change from Contractor to Owner-Builder
- Scenario 4: Change from Owner-Builder to Contractor
- Scenario 5: Change of qualifier only, same company

Subcontractor Options

- Change of Contractor using the same subcontractors
- Change of Contractor using new subcontractors

Sections A through C must be completed in full and signed in the presence of a notary.

Section A: Contractor Identified on the Permit Signature

Signature of Contractors Qualifier: _____

Printed Name of Contractors Qualifier: _____

Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

See page 3 for Sections B and C



BUILDING PERMIT EXTENSION FORM

2800 N. HORSESHOE DRIVE, NAPLES, FL 34104
Main: (239) 252-2400 Direct: (239)-252-2493
extension@colliercountyfl.gov

Section B: Proposed Contractor Signature

I acknowledge that I have read pages three and four of the Collier County Building Plan Review and Inspection Division Building Permit Application.

Signature of Proposed Contractor: _____

Printed Name of Proposed Contractor: _____

State License #: _____ Phone #: _____

Printed Business Name: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law
Notary Seal

Section C: Property Owner Signature

Signature of Property Owner: _____

Printed Name of Property Owner _____

Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law
Notary Seal



Letter of Notification to Contractor for Termination from Collier County Building Permit

This letter is to inform you, _____, the Contractor, that you are being terminated from the Collier County Permit Number, _____ associated with the structure located at _____, as of (termination date).

The reason for this termination is due to:

Notarized Signature

Signature of Property Owner: _____

Printed Name of Property Owner: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Must Comply with Notarial Law
Notary Seal

Notary Signature: _____

To be completed after mailing to the Contractor or Owner-Builder

(This information must be provided to Collier County as proof of notification)

Certified Mail Receipt/Tracking Number: _____

