

Instructions for Subcontractor to Withdraw from a Permit

This form is to be used by a Subcontractor requesting to withdraw from a permit. It is only to be used when a replacement Subcontractor has NOT been arranged.

Process for Subcontractor to Withdraw from a Permit

A Subcontractor identified on a permit can request to be withdrawn from a permit by completing the following steps:

1. The Subcontractor is required to complete the *Subcontractor Withdrawal Notification Form*. This form notifies the General Contractor or owner-builder of the Subcontractor's desire to be removed from a permit. The *Notification Form* requires the Subcontractor's qualifier to sign the document in the presence of a notary.
2. The Subcontractor must mail the *Notification Form* to the General Contractor or owner-builder by way of certified mail.
3. The Subcontractor must send a copy of the *Subcontractor Withdrawal Notification form* with the tracking # and/or a green certified mail receipt to the county. This should be sent once the green card has been delivered or has been attempted to be delivered. This would provide proof that the contractor has been notified of the subcontractors intent to be withdrawn.

SUBCONTRACTOR WITHDRAWAL NOTIFICATION FORM

This page is to be completed by the Subcontractor and mailed to the General Contractor or Owner-Builder.

Information for General Contractor:

This is a Subcontractor Withdrawal Notification. The Subcontractor, identified below, has requested Collier County Building Plan Review and Inspection Division remove him or her from the permit. This form is only to be used when a replacement Subcontractor has not been arranged. This form must be sent to you, the General Contractor, by certified mail and then a copy provided to the Building Plan Review and Inspection Division.

When the Building Plan Review and Inspection Division receives the certified mail slip and/or tracking number indicating this form was mailed to the General Contractor identified on the permit, noted below, an inspection hold will be placed on the permit for all inspections.

To be completed by the Subcontractor

Date: _____ Permit Number: _____

Subcontractor Company: _____

Subcontractor Email: _____

Job Address: _____

Justification for request to be removed from the permit: _____

General Contractor Company: _____

General Contractor Phone: _____

General Contractor Email: _____

Status of Work: Has Work Commenced? Yes No

I, _____ (print name), the Subcontractor identified on Permit Number: _____, certify that I have sent a duplicate copy of this form, titled, SUBCONTRACTOR WITHDRAWAL NOTIFICATION FORM, to the General Contractor identified on the permit. I further certify that I have mailed the form via certified mail and have provided the tracking number and/or the green certified mail slip, noted below to the Building Plan Review and Inspection Division.

Signature of Subcontractor: _____ Date: _____

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

To be completed after mailing to the Subcontractor

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

Certified Mail Receipt/Tracking Number: _____

The image shows a U.S. Postal Service Certified Mail Receipt form (PS Form 3800, April 2015). The form is partially obscured by a large, diagonal 'VOID' watermark. On the left side, there is a vertical green bar with the text 'CERTIFIED MAIL' and a barcode. The main body of the form includes the following sections:

- U.S. Postal Service™ CERTIFIED MAIL® RECEIPT** (Domestic Mail Only)
- For delivery information, visit our website at www.usps.com.
- OFFICIAL USE** (Large watermark)
- Certified Mail Fee**
- Additional Services & Fees** (with checkboxes for Return Receipt Electronic, Certified Mail Restricted Delivery, and Return Receipt Restricted Delivery).
- Postage**
- Total Postage and Fees**
- Form ID**
- Street and Apt./No. or PO Box No.**
- City, State, ZIP+4®**
- PS Form 3800, April 2015 (with additional markings) See Reverse for Instructions