

# Instructions for Contractor Requesting to be Released from a Permit Application or Issued Permit

This form is to be used by a Contractor requesting to be released from a permit application or an issued permit. This is *only* to be used when a replacement Contractor has NOT been arranged.

## Requirements:

1. Complete the *Letter of Notification from Contractor to Property Owner and Collier County Building Official requesting to be released from a permit application or issued permit (hereafter referred to as "Letter of Notification")*. The *Letter of Notification* must be sent by the Contractor to the property owner via certified mail. Should the certified mail receipt not be signed by the property owner, a second attempt to send a certified mailed letter must be made, at least one week from the date of the first attempt. The *Letter of Notification* must be sent to **all** physical addresses associated with the property as identified on the Collier County Property Appraiser website.
2. A copy of the completed *Letter of Notification* shall be emailed to [CancellationsandExtensions@colliercountyfl.gov](mailto:CancellationsandExtensions@colliercountyfl.gov) or delivered to the Collier County Building Official at Growth Management Department, 2800 North Horseshoe Drive, Naples, Florida 34104. After the *Letter of Notification* form is sent to the property owner, add the tracking number to the bottom of the form.
3. County Staff will monitor the tracking number and once it is confirmed the *Letter of Notification* was delivered to the Contractor identified on the permit, he or she can be removed from the permit.
4. All Building Plan Review and Inspection fees must be paid before a change of Contractor can be approved.
5. Once a Contractor is removed from the permit application or issued permit, the Contractor will be listed as "historical" in the County's permitting software system. A property alert will be added to the permit record stating the permit is to default to the property owner. The property owner will be responsible for completing any remaining requirements. If construction work has commenced, Collier County Code Enforcement may be notified to take further action to address life safety elements, as appropriate.

# Letter of Notification from Contractor to Property Owner and County Building Official Requesting to be Released from a Permit Application or Issued Permit

This letter shall be sent certified mail to the Property Owner and then submitted by email or in person to the County Building Plan Review and Inspection Division.

General Contractor Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

This letter is to inform you, \_\_\_\_\_, the property owner and the Collier County Building Official that I am requesting to be removed from the Collier County permit number \_\_\_\_\_, associated with the structure located at \_\_\_\_\_, as of \_\_\_\_\_ (termination date). Please be aware that once I am removed from the permit, the permit will default to the property owner. The property owner will be responsible for completing any remaining requirements. If construction work has commenced, Collier County Code Enforcement may be notified to take further action to address life safety elements, as appropriate.

The reason for this request is due to:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of General Contractor's Qualifier

\_\_\_\_\_  
Printed Name of General Contractor's Qualifier

Subscribed and Sworn to before me this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Seal

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**TO BE COMPLETED AFTER MAILING TO THE GENERAL CONTRACTOR OR OWNER-BUILDER**

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

Certified Mail Receipt/Tracking Number: \_\_\_\_\_