

## Requirements for Contractor Requesting to be Release from a Permit

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

### Requirements:

1. Provide a copy of the Letter of Notification from Contractor to Property Owner requesting to be released from a permit (***hereafter referred to as "Letter of Notification"; pg. 2***).
2. Provide a copy of the Request to Building Official from Contractor to Building Permit Resolution Services (BPRS) to be released from a permit (***hereafter referred to as "Request to Building Official; pg. 3***).

### Instructions:

1. The *Letter of Notification* must be sent by the Contractor to the property owner via certified mail. The *Letter of Notification* must be sent to ***all*** physical addresses associated with the property as identified on the Collier County Property Appraiser website. After the *Letter of Notification* form is sent to the property owner, add the tracking number to the bottom of the form.
2. **Due Diligence Period:** Should the certified mail receipt not be signed by the property owner from your first attempt; **a second attempt to send a certified mailed letter must be made, at least one week from the date of the first attempt.**
3. A copy of the completed *Letter of Notification and Request to Building Official* shall be emailed to [BPRS@colliercountyfl.gov](mailto:BPRS@colliercountyfl.gov) or delivered to the Collier County Building Official at Growth Management Department, 2800 North Horseshoe Drive, Naples, Florida 34104.
4. All Building Plan Review and Inspection fees must be paid before a contractor withdrawal can be approved.
5. Once a Contractor is removed from the permit application or permit, the Contractor will be listed as "historical" in the CityView Portal. For more information visit the [BPRS website](#).



# LETTER OF NOTIFICATION

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

## Letter of Notification from Contractor to Property Owner

This letter shall be sent certified mail to the Property Owner and then submitted by email or in person to the Building Permit Resolution Services section.

Contractor Name: \_\_\_\_\_  
Qualifier Name: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
Job Address: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

This letter is to inform you, \_\_\_\_\_, the property owner 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

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 GC's 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: \_\_\_\_\_



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**TO BE COMPLETED AFTER MAILING TO THE PROPERTY OWNER**

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

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



# REQUEST TO BUILDING OFFICIAL

2800 N. HORSESHOE DRIVE, NAPLES, FL 34104

Main: (239) 252-2400 Direct: (239)-252-2493

[BPRS@colliercountyfl.gov](mailto:BPRS@colliercountyfl.gov)

## Request to Building Official

This letter shall be submitted by email or in person to the County Building Permit Resolution Service section.

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

Qualifier Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Job Address: \_\_\_\_\_

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

This letter is to inform the Collier County Building Official, that I am requesting to be removed from the Collier County permit number \_\_\_\_\_, associated with the structure located at address \_\_\_\_\_, as of \_\_\_\_\_ (termination date).

The reason for this request is due to:

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

\_\_\_\_\_  
Signature of Qualifier

\_\_\_\_\_  
Printed Name of Qualifier

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 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