# Permit Cancellation Request

<table>
<thead>
<tr>
<th>Date:</th>
<th>Permit/Process Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Name:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Job Address:</td>
<td>Apartment/Unit Number:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>E-Mail Address:</td>
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</table>

A Permit Cancellation Request may be submitted if no work has taken place. If work has taken place, a Change of Contractor request must be submitted.

**WARNING:** If the work has taken place and the permit is cancelled, you will be in violation of Section 109.4 of the Florida Building Code (6th Edition, 2017), *failure to obtain a permit* and will be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

Reason for cancelling Permit/Process Number:

☐ Owner

Print Owner’s Name

Owner’s Signature

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this ___________ day of ________________ 20 ____, by __________________________________________

☐ Personally

☐ Produced Identification – Type of Identification __________________________________________

Signature of Notary Public ________________________________________________________________ (SEAL)

☐ Contractor

Print Qualifier’s Name

Qualifier’s Signature

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this ___________ day of ________________ 20 ____, by __________________________________________

☐ Personally

☐ Produced Identification – Type of Identification __________________________________________

Signature of Notary Public ________________________________________________________________ (SEAL)

## Office Use Only

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Permit Cancelled:</th>
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<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
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Revised February 2018
City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Excellence Miami Beach

Form Name

Permit Cancellation Request.

Form Purpose

This form is completed if an owner or permit holder would like to request the cancellation of a permit.

Requirements

The permit must be active and this form must be signed and notarized by the contractor and/or owner. No expired permit will be cancelled.

Associated Fees

Minimum Permit Fee.

Additional Info

If the work has taken place, you will be in violation of Section 109.4 of the Florida Building Code for work commencing before permit issuance.

Form Submittal

Submit the original signed and notarized Permit Cancellation Request Form to the Building Department's ADMINISTRATION office.

For Assistance

Please contact:

1. **In person**: Building Department
   
   1700 Convention Center Drive, 2ND floor, ADMINISTRATION
   
   Miami Beach, Florida 33139

2. **Via Telephone**: 305-673-7610

   Jacqueline (Jackie) Perez Ext.: 6675
   
   Milagros (Milly) Robayna Ext.: 6130

3. **Via E-mail**:

   JacquelinePerez2@miamibeachfl.gov
   
   MilagrosRobayna@miamibeachfl.gov


Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.