Leon County Building Plans Review and Inspection
Department of Development Support & Environmental Management
435 North Macomb Street, 2nd Floor
Tallahassee, Florida 32301
(850)606-1300

Permit Withdrawal Request

Policies and Procedures:

- This form is to be used to request a permit or permit application to be withdrawn.
- Only the property owner or the contractor/contractor's authorized agent may complete this request.
- Permits that have had work commenced are not eligible for withdrawal (On-site verification by the Department may be required).
- Email completed form to dsem_intake@leoncountyfl.gov

Permit/Application No:		Date of Request:
Job Address:		
Project Description:		
Property Owner Information: Name:	Phone#:	Email:
Contractor Information: Name:	Phone#:	Email:
Request Completed By: ☐Contractor ☐Contractor's Authorized Agent ☐Property Owner		
Type of Request: ☐Permit Withdrawal ☐Permit Application Withdrawal		
Explanation of Request: In the box below, provide an explanation of why the permit or permit application should be withdrawn.		

I _____ (Contractor/Contractor's Authorized Agent or Property Owner) request withdrawal of the above permit/permit application and certify that no work was performed under this permit.

_____
Requestor's Signature

STATE OF FLORIDA
COUNTY OF _____
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20_____, by _____ who is personally known to me ☐ or has produced _____ as identification.

_____
Notary Public Signature (SEAL)

_____
Printed Name