



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- This form is to be used to request a permit or permit application to be withdrawn.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 poolej@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: <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor’s Authorized Agent <input type="checkbox"/> Property Owner	
Type of Request: <input type="checkbox"/> Permit Withdrawal <input type="checkbox"/> 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Explanation of Request: In the box below, provide an explanation of why the permit or permit application should be withdrawn.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