



## **PERMIT CANCELLATION FORM**

### **SEEKING CANCELLATION OF AN ISSUED PERMIT PRIOR TO COMMENCING WORK**

- (a) A permit, once issued, is attached to the parcel of land herein described as the work site and becomes the sole property of the Owner of such parcel, regardless of how its issuance was paid.
- (b) The owner, or an architect, engineer, or contractor acting on behalf of the owner, may, request the enforcing agency to cancel (void) an issued Permit before work described therein begins. In all instances the owner must acknowledge and sign for this request.
- (c) The request shall be made on a Permit Cancellation Form as prescribed by the enforcing agency; shown below.

Date Canceling Permit: \_\_\_\_\_  
(mm/dd/yyyy)

#### **I. Identification & Owner** (Required)

Permit Number: \_\_\_\_\_ Job Site Address: \_\_\_\_\_  
Owner in Fee Name: \_\_\_\_\_  
Owner in Fee Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner Telephone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

#### **II. Architect, Engineer, or Contractor acting on behalf of the Owner** (if any)

Business Name: \_\_\_\_\_  
Licensee Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **IV. Affirmation**

*This instrument is for the purpose of advising all concerned that no work under this Permit has commenced, and the person(s) whose signature appears below will hold the City of Maitland and the Building Official of the City of Maitland harmless because of this Permit Cancellation. The undersigned agrees to indemnify and hold harmless and defend the City of Maitland, its agents, servants, and employees from and against any claim arising out of the Permit Cancellation through any act, error, omission or negligent act of the undersigned, It's or his agents, servants or employees or any act, error, omission or negligent act for which the City of Maitland or its agents, servants or employees are alleged to be liable.*

\_\_\_\_\_  
Signature of Owner n Fee (Required for all requests)

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature of Contractor (Required if any Contractor)

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Print Name of Contractor (Required if any Contractor)