



DEPARTMENT OF DEVELOPMENT SERVICES

P.O. Box 150027
 Cape Coral, FL 33915-0027
 Tel. (239) 574-0546

PERMIT CANCELLATION/VOID REQUEST

All documents must be uploaded via the EnerGov Customer Self Service portal (CSS)

Permit #:	Site Address:
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CURRENT CONTRACTOR INFORMATION	OWNER'S INFORMATION
Name:	Name:
Phone:	Phone:

Reason for cancelling:

<input type="checkbox"/> Work was not done (a site check may be scheduled)	<input type="checkbox"/> Work was completed under Permit #:
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I/We certify that the above information is a true and accurate representation of the facts. Further, I/We agree to hold the City of Cape Coral, its agent, and authorized personnel, harmless and relieve them from any responsibility for damages or expenses, including but not limited to attorney's fees resulting from the cancellation of this permit or the issuance of a new permit. It is the undersigned's responsibility to notify all interested parties of this permit cancellation.

Printed Name:	Signature:
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(SIGNATURE MUST BE NOTARIZED)

STATE _____, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization, on this _____ day of _____, 20____ by _____, who is personally known to me or produced _____ as identification.

NOTARY STAMP HERE

Exp Date: _____ Commission Number: _____

Signature of Notary Public: _____

Printed Name of Notary Public: _____

Refund Policy:

Request to void/cancel within 30 days of application date (*date permit applied for*): _____

Refund permit fees minus deposit

Request to void/cancel 31-90 days of application date (*date permit applied for*): _____

Credit permit fees toward new permit. (minus deposit)
 MUST be used within 90 days of application date or credit is voided (91st day credit is null and void)