



# Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

## REQUEST TO REOPEN PERMIT FOR CLOSURE PURPOSES

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel/Folio/RE #: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Contractor Company Permit Was Issued To: \_\_\_\_\_

Associated RE / Parcel / Permit Investigation \_\_\_\_\_

I, \_\_\_\_\_ owner/agent\*

(PRINTED NAME OF OWNER/AUTHORIZED AGENT\*)

hereby request to reopen the above-referenced permit for the purpose of closure in accordance with the instruction provided as a result of the above-referenced Associated RE / Parcel / Permit Investigation. I have been informed that this permit reopen does not re-activate the permit, and that no work / construction may progress relative to the above-referenced permit.

For the purpose of the above-requested permit reopen, the following individual is authorized to pick-up and drop-off documents only on my behalf: \_\_\_\_\_

**\*NOTE: Agents authorized to sign this document on behalf of the property owner include any of the following:**

- \* **Contractor (Qualifier)** for company in which the permit was originally issued to
- \* **Listing Agent** (must provide copy of completely executed Listing Agreement)

\_\_\_\_\_  
OWNER / CONTRACTOR-Qualifier / LISTING AGENT -  
(PRINT NAME)

\_\_\_\_\_  
OWNER / CONTRACTOR-Qualifier / LISTING AGENT -  
(SIGNATURE)

**NOTARY PUBLIC  
STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online

notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (year), by

\_\_\_\_\_  
(Name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_