



# THE VILLAGE OF NORTH PALM BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408

PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

## Change of Permit Status Request

**Please note: Form shall be completed by either the Property Owner, Contractor of Record, or Authorized Agent (attach Affidavit to Appoint Agent Form)**

Permit Number: \_\_\_\_\_ Original Application Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permit Address: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Original Permit Description: \_\_\_\_\_

Applicant is requesting one of the following to be approved by the Building Official:

Cancellation of Building Permit. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due if before permit expiration. Inspection required to verify before closing out.

Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: 30% of the original permit fee, \$75 minimum plus plan review fee.

**By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval (check or credit card only).**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

### BUILDING DEPARTMENT USE ONLY

Fee Due: \$ \_\_\_\_\_

Payment Received:

Check

Credit Card

Building Official: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Renew building permit one time for \_\_\_\_\_ month(s).

New Expiration Date: \_\_\_\_\_