



DEVELOPMENT SERVICES DEPARTMENT – BUILDING DIVISION

CONTRACTOR WITHDRAWAL PROCESS

Rev: 5 | Revision Date: 8/28/2024 | I.D. Number: CWP

Requirements for Contractor Requesting to be Released from a Permit

This form is to be used by a Contractor requesting to be released from a permit application or an issued permit. This is only to be used when a replacement Contractor has NOT been arranged.

Requirements:

1. Provide a copy of the Letter of Notification from Contractor to Property Owner requesting to be released from a permit (hereafter referred to as "Letter of Notification"; pg. 2).
2. Provide a copy of the Request to Building Official from Contractor to Permit Intake to be released from a permit (hereafter referred to as "Request to Building Official; pg. 3).

INSTRUCTIONS:

1. The Letter of Notification must be sent by the Contractor to the property owner via certified mail. The Letter of Notification must be sent to all physical addresses associated with the property as identified on the Broward County Property Appraiser website. After the Letter of Notification form is sent to the property owner, include the USPS tracking number at the bottom of the form.
2. A copy of the completed Letter of Notification and Request to Building Official shall be uploaded to [LauderBuild](#) as part of the paperless permitting process.
3. Once approved, a City of Fort Lauderdale, Department of Development Services' Inspector will place a stop work order on the location of the property associated with the permit number until a new contractor is on file.
4. A Building Services Inspector must be deployed to confirm and record the level of installation completed by the requestor.



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Letter of Notification from Contractor to Property Owner

This letter shall be sent certified mail to the Property Owner and then submitted via [LauderBuild](#) as part of the paperless permitting process.

Contractor Name: _____

Qualifier Name: _____

Permit Number: _____

Job Address: _____

Date of Request: _____

This letter is to inform you, _____, (the property owner) that I am requesting to be removed from the City of Fort Lauderdale's permit number _____, associated with the structure located at _____, as of (termination date). Once the contractor withdrawal process is completed, the owner will assume responsibility of the permit and will need to hire a new licensed contractor or provide an owner/builder affidavit and documentation to proceed. City of Fort Lauderdale's Building Services Division may be notified to take further action to address life safety elements, as appropriate.

The reason for this request is due to:

Signature of Qualifier

Printed Name of Qualifier

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 202__, by _____ (Name and title of authorized officer) for _____ (Name of corporation), a _____ (type of corp.)

(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 _____

(This information must be provided to City of Fort Lauderdale as proof of notification.)

Certified Mail Receipt/Tracking Number: _____



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Request to Building Official

This letter shall be submitted via [LauderBuild](#) as part of the paperless permitting process.

Contractor Name: _____

Qualifier Name: _____

Permit Number: _____

Job Address: _____

Date of Request: _____

This letter is to inform the City of Fort Lauderdale's Building Official, that I am requesting to be removed from the City of Fort Lauderdale's permit number _____, associated with the structure located at: _____ as of _____ (termination date). The Prime Contractor's registered name (per SUNBIZ) agrees to, indemnify, and hold harmless the City, its officers, employees, and agents from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses, including attorneys' fees and liabilities of every kind, nature or degree resulting from or arising out of actions associated with the actions associated with Building Permit.

The reason for this request is due to: _____

Signature of Qualifier

Printed Name of Qualifier

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 202__, by _____ (Name and title of authorized officer) for _____ (Name of corporation), a _____ (type of corporation).

(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 _____