



Community Development Department

Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598
BuildingConstruction@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number:

20

Application date:

CSR Initials

Permit Withdrawal / Cancellation Request

Only the Property Owner or Contractor of Record (qualifier) may request a permit to be cancelled
This form must be submitted in person or email to BuildingConstruction@CharlotteCountyFL.gov

Permit #: _____ Permit/Job Address: _____

CONTRACTOR INFORMATION	OWNER(S) INFORMATION
Company & Contractor Name:	Property Owner(s) Name:
License #	
Address:	Address:
City, State & Zip:	City, State & Zip:
Phone:	Phone:
Email:	Email:

Reason for Withdrawal (select one):

- ☐ No work was performed under this permit.
☐ Work completed under other permit #: _____
☐ Other: _____

ACKNOWLEDGMENT:

- Only can be used for permits where work has not started.
- The County does not resolve private contractual disputes.
- Withdrawal does not relieve parties of obligations under private agreements.
- No refunds.

HOLD HARMLESS: Applicant agrees to indemnify and hold harmless Charlotte County, its officers, employees, and agents from any claims or liabilities arising from permit withdrawal or contractor removal.

Printed Name: _____

Signature: _____ Date: _____

Requests submitted by a contractor must be signed by the license holder or authorized signer on file.
Owners can only cancel permits where they are acting as the contractor (Owner/Builder).