



TO: BUILDING OFFICIAL

DATE: \_\_\_\_\_

SUBJECT: REQUEST TO CLOSE APPLICATION OR PERMIT

APPLICATION/PERMIT NUMBER: \_\_\_\_\_

APPLICATION STATUS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

DISPOSITION OF PLANS: \_\_\_\_\_ Return \_\_\_\_\_ Discard

As the Applicant, I request that the above application/permit be closed for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_.

I attest that no work has been performed as described on the application that has been submitted for review. Further, we agree to pay any outstanding application fees that may apply.

I attest that I am the original Applicant (Contractor, Owner, or Representative) and am duly authorized to make this request.

\_\_\_\_\_  
*Signature of Applicant*

STATE OF \_\_\_\_\_,  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
*(Printed Name of Above Signatory)*

\_\_\_\_\_  
*Signature of Notary Public*

(NOTARY SEAL)

Personally Known \_\_\_\_\_  
OR Produced Identification \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

DISPOSITION OF PLANS: \_\_\_\_\_ Returned to Applicant  
\_\_\_\_\_ Sent to Archives  
\_\_\_\_\_ Discarded (Date: \_\_\_\_\_)

SIGNATURE OF STAFF: \_\_\_\_\_