APPLICATION TO RESEARCH AND CLOSE INACTIVE AND EXCLUDED PERMITS*

DATE: _____

Applicant Information:
(To be filled out by owner, contractor or authorized agent)

Applicant: _____ Phone: _____

Email address: _____

Property owner (If different from Applicant): _____

Property address or address range: _____

Property control number:* _____

Applicant's signature: _____

Permit Information:
(First three columns to be completed by the applicant)

Permit Number	Scope of Work	Plans Attached?*	Contractors Current?	Staff Comments	Results	Fees Due

(Additional sheets may be attached.)

***Notes:**

1. A non-refundable Research Fee of $75.00 is required at submittal. This fee will be applied toward a Renewal Fee. Additional fees may apply.
2. One application for each property control number.
3. A copy of the approved plans for each permit may be obtained from Records at 561-233-5160.
4. A Permit Renewal Request must be attached for each permit in calendar year 1992 or later.
5. Renewal Fee: Within 180 days in Inactive status: $75.00
   After 180 days of Inactive status: Greater of 30% of original fee or $75.00
5. One or more General Inspections may be required to close a permit. The fee is $100 per trade.