



MONROE COUNTY BUILDING DEPARTMENT

REQUEST TO REOPEN PERMIT FOR CLOSURE PURPOSES

Property Owner Name: _____

Property Address: _____

Parcel/Folio/RE #: _____

Permit Number: _____

Contractor Company Permit Was Issued To: _____

Associated RE/Parcel/Permit Investigation No: _____

I, _____, owner/agent* hereby request to reopen the above-referenced permit for the purpose of closure in accordance with the instruction provided as a result of the above-referenced Associated RE/Parcel/Permit Investigation. I have been informed that this permit reopen does not re-activate the permit, and that no work/construction may progress relative to the above-referenced permit.

(PRINTED NAME OF OWNER/AUTHORIZED AGENT*)

For the purpose of the above-requested permit reopen, the following individual is authorized to pick-up and drop-off documents only on my behalf: _____.

***NOTE: Agents authorized to sign this document on behalf of the property owner include any of the following:**

- **Contractor (Qualifier)** for company in which the permit was originally issued to
- **Listing Agent** (must provide copy of completely executed Listing Agreement)

OWNER / CONTRACTOR-Qualifier / LISTING AGENT - (PRINT NAME)

OWNER / CONTRACTOR-Qualifier / LISTING AGENT - (SIGNATURE)

NOTARY PUBLIC: State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Personally known _____ or produced identification in the form of _____.

Signature of Notary Public: _____

My commision expires (SEAL) _____