

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ Lower Keys Office: 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ Ocean Reef Office: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

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 #: _____

I, _____ owner/agent*
(PRINTED NAME OF OWNER/AUTHORIZED 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.

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 FLORIDA**

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online
notarization, this _____ day of _____ 20____ (year), by

(Name of person making statement).

(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: _____

Notary Public
My Commission Expires: _____