

CITY OF SANIBEL BUILDING DIVISION

PERMIT RE-ISSUANCE FORM



_____ IS REQUESTING A RE-ISSUANCE FOR THE PERMIT LISTED
(PRINT COMPANY NAME)
BELOW TO COMPLETE ALL OUTSTANDING INSPECTIONS NEEDED FOR THE ISSUANCE OF THE CERTIFICATE OF
COMPLETION. PLEASE SUBMIT THE CREDIT CARD PAYMENT FORM FOR PAYMENT (TRADE PERMITS ARE \$37.50
AND BUILDING PERMITS ARE \$80.00).

DATE: _____

SITE ADDRESS: _____

PREVIOUS PERMIT NUMBER: _____

EMAIL: _____

PRINT NAME OF LICENSE HOLDER: _____

SIGNATURE OF LICENSE HOLDER: _____

LICENSE NUMBER: _____

BUILDING OFFICIAL'S SIGNATURE: _____

*****FAX TO: (239) 472-8826 OR EMAIL TO: SANIBELBUILD@MYSANIBEL.COM*****

PERMIT RE-ISSUANCE INSTRUCTIONS

- TO CLOSE OUT ANY EXPIRED PERMITS EITHER THE OWNER (IF ALLOWED) OR THE CONTRACTOR WILL HAVE TO APPLY FOR A PERMIT RE-ISSUANCE (TRADE PERMITS ARE \$37.50 & BUILDING PERMITS \$80.00) AND PAY ANY OTHER OUTSTANDING FEES THAT **MAY** BE DUE ON THE PERMIT. THE CREDIT CARD PAYMENT FORM **MUST** BE SENT ALONG WITH THE RE-ISSUANCE FORM (AVAILABLE ONLINE).
- IF THE CONTRACTOR IS NO LONGER DOING THE JOB OR IN BUSINESS A NEW TRADE PERMIT APPLICATION OR BUILDING PERMIT APPLICATION WILL BE NEEDED AS WELL AS THE PERMIT RE-ISSUANCE FORM (AVAILABLE ONLINE).
- IF IT IS A BUILDING PERMIT YOU WILL NEED TO CALL OUR OFFICE TO GET THE PERMIT ORDERED; THEY ARE STORED OFF ISLAND.
- ONCE THE PROCESS IS COMPLETED AND THE PERMIT RE-ISSUED CALL THE INSPECTION REQUEST LINE TO SCHEDULE THE INSPECTION (239) 472-8321 OR ASK US FOR THE LINK TO THE INSPECTION REQUEST PORTAL. IF THE INSPECTOR NEEDS TO GET INTO THE PROPERTY FOR THE INSPECTION SOMEONE WILL NEED TO BE THERE, HIDE A KEY OR HAVE A LOCK BOX.
- MAKE SURE THE INSPECTION PASSES AND THE PERMIT RECEIVES A CERTIFICATE OF COMPLETION.