CITY OF SANIBEL
BUILDING DEPARTMENT 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).

DATE: ____________________________________________

SITE ADDRESS: ____________________________________________

PREVIOUS PERMIT NUMBER: _____________________________

EMAIL OR FAX NUMBER: _____________________________

PRINT NAME OF LICENSE HOLDER: _____________________________

SIGNATURE OF LICENSE HOLDER: _____________________________

LICENSE NUMBER: _____________________________

BUILDING OFFICIAL: _____________________________

BUILDING DEPARTMENT FAX: 239-472-8826 OR EMAIL
sanibelbuild@mvsanibel.com

Or mail check to: City of Sanibel
Attn: Building Department
800 Dunlop Road
Sanibel, FL 33957
PERMIT RE-ISSUANCE INSTRUCTIONS

- To close out any expired permits either the owner (if allowed) or the contractor will have to apply for a Re-issuance Permit (Trade Permits are $37.50 & Building Permits $80) & 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.
- If the contractor is no longer around a Trade Permit Application or Building Permit Application will be needed as well as the Re-issuance Form.
- 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 Re-issuance Permit is issued call the inspection request line to schedule the inspection (239) 472-8321. If the inspector needs to get in for the inspection someone will need to be there, hide a key or have a lock box.
- Make sure the inspection passed and the permit is receives a Certificate of Completion.