

# Instructions for Subcontractor to Withdraw from a Permit

*This form is to be used by a Subcontractor requesting to withdraw from a permit. It is only to be used when a replacement Subcontractor has NOT been arranged.*

## Process for Subcontractor to Withdraw from a Permit

A Subcontractor identified on a permit can request to be withdrawn from a permit by completing the following steps:

1. The Subcontractor is required to complete the *Subcontractor Withdrawal Notification Form*. This form notifies the General Contractor or owner-builder of the Subcontractor's desire to be removed from a permit. The *Notification Form* requires the Subcontractor's qualifier to sign the document in the presence of a notary.
2. The Subcontractor must mail the *Notification Form* to the General Contractor or owner-builder by way of certified mail.
3. The Subcontractor must send a copy of the *Notification Form* with the tracking number and/or a green certified mail slip to the County as proof that the General Contractor or owner-builder has been notified of the request to be released from the permit. The copy of the *Notification Form* shall be sent to [PermittingPlanReview@colliercountyfl.gov](mailto:PermittingPlanReview@colliercountyfl.gov).
4. County Staff will monitor the tracking number and once it is confirmed the *Notification Form* was delivered to the General Contractor or owner-builder, the Subcontractor can be removed from the permit *and an inspection hold will be placed on the permit until a new Subcontractor Affirmation form is submitted to the County.*
5. If the *Notification Form* is submitted to the county and the document is not completed correctly, *an inspection hold will be placed on the permit until the Notification Form is corrected.*

# Subcontractor Withdrawal Notification Form

*This page is to be completed by the Subcontractor and mailed to the General Contractor or owner-builder.*

## Information for General Contractor:

This is a Subcontractor Withdrawal Notification. The Subcontractor, identified below, has requested Collier County Building Plan Review and Inspection Division remove him or her from the permit. *This form is only* to be used when a replacement Subcontractor has not been arranged. This form must be sent to you, the General Contractor, by certified mail and then a copy provided to the Building Plan Review and Inspection Division.

**When the Building Plan Review and Inspection Division receives the certified mail slip and/or tracking number indicating this form was mailed to the General Contractor identified on the permit, noted below, an inspection hold will be placed on the permit for all inspections. New Subcontractor Affirmation forms can be emailed to [PermittingPlanReview@colliercountyfl.gov](mailto:PermittingPlanReview@colliercountyfl.gov).**

## *To be Completed by the Subcontractor:*

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Subcontractor Company: \_\_\_\_\_

Job Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Justification for request to be removed from the permit: \_\_\_\_\_

General Contractor Company: \_\_\_\_\_

General Contractor Phone: \_\_\_\_\_ General Contractor Email: \_\_\_\_\_

Status of Work: Has work commenced?  Yes  No

I, \_\_\_\_\_ (print name), the Subcontractor identified on Permit Number: \_\_\_\_\_, certify that I have sent a duplicate copy of this form, titled, SUBCONTRACTOR WITHDRAWAL NOTIFICATION FORM, to the General Contractor identified on the permit. I further certify that I have mailed the form via certified mail and have provided the tracking number and/or the green certified mail slip, noted below to the Building Plan Review and Inspection Division.

Subcontractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, by \_\_\_\_\_, who \_\_\_\_ is known to me, or presented identification \_\_\_\_\_ (type of ID).

State of \_\_\_\_\_ County of \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Seal



2800 N. Horseshoe Dr.  
Naples, FL 34104

239-252-2400

[PermittingPlanReview@colliercountyfl.gov](mailto:PermittingPlanReview@colliercountyfl.gov)

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## To Be Completed After Mailing to the General Contractor or Owner-Builder

(This information must be provided to Collier County as proof of Notification.)

Certified Mail Receipt/Tracking Number: \_\_\_\_\_