

Inter-Office Memorandum



TO: Permit Center

DATE: June 27, 2006

FROM: Don Vancini, Chief Building Official

FILE NO:

SUBJECT: Permit Cancellation Policy

Effective July 1, 2006 the only person(s) who will be allowed to cancel a building permit will be the owner of record. Contractors are employed by the property owner to act as their agents for permitting purpose. A building permit is the property of the Homeowner.

The homeowner may release the contractor listed on their building permit at anytime during the course of construction.

In order to release a contractor from a permit, the homeowner must submit to the Growth & Resource Management Permit Center a copy of the letter, which was sent to the contractor of record releasing he/she from the permit.

The contractor is not allowed to cancel a permit unless the contractor is the owner of the property. If the contractor is the property owner, the contractor will need to also submit a letter of cancellation.