



# REQUEST TO ADMINISTRATIVELY CLOSE PERMIT

Date: \_\_\_\_\_

From:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Village of Royal Palm Beach, Community Development  
1050 Royal Palm Beach  
Royal Palm Beach Blvd, FL 33411

Reference: \_\_\_\_\_, Royal Palm Beach, FL 33411  
(Address)

To Whom It May Concern:

I am the owner of the above referenced property listed above and would like to request the Village of Royal Palm Beach to consider Administratively Closing the permit listed below. I understand that a non-refundable fee of **\$75.00** will be collected at time of submittal.

**Processing time for this request will be 2 weeks.**

Permit Number	Permit Type	Reason for Request to Administratively Close Permit
_____	_____	_____
		_____
		_____

Due to this request, I will not hold the Village of Royal Palm Beach responsible for any situations that may arise from this request.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name

Office Use Only

**Processing Fee: \$ 75.00**      **Cash / Credit Card / Check #:** \_\_\_\_\_      **Received by:** \_\_\_\_\_

\_\_\_\_\_  
Inspection History Attached  
\_\_\_\_\_  
Plans Attached

\_\_\_\_ Site Inspection      Date: \_\_\_\_\_

\_\_\_\_ Reopen Permit      Date: \_\_\_\_\_

\_\_\_\_ Denied      Date \_\_\_\_\_      Required Action: \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_\_  
Director's Signature      Date