



BUILDING PERMIT EXTENSION FORM

2800 N. HORSESHOE DRIVE, NAPLES, FL 34104
Main: (239) 252-2400 Direct: (239)-252-2493
extension@colliercountyfl.gov

Form Completed By: ☐ Owner-Builder ☐ Contractor ☐ Design Professional

Date of Request	Permit Number	Primary Permit # (If Applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Previous Requests Has Work Commenced: ☐ Yes ☐ No

Type of Request

- ☐ Reactivate an Application/Expired Permit
☐ Reactivate an Expired Revision
☐ Reactivate an Expired Permit and Expired Revision (a fee will be assessed for both the permit and the revision)
☐ Reactivate an Application/Permit and submit a change of contractor (Please fill out pages 2, 3, and 4 of the change of contractor form attached)

Reason for Extension

Property Information

Property Address:
Parcel/Tax Folio No.:

Qualifier Information

Company Name:
Qualifier Name: Phone:
Email:
Qualifier State License No.:

Signature: Qualifier/Owner-Builder:

Printed Name: Qualifier/Owner-Builder:

State of County of

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this day of , 20 , by (printed name of owner or qualifier)

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current drivers license
☐ Has produced as identification.

Notary Signature:

Must Comply with Notarial Law

Notary Seal

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Permit and Proposed Contractor Information

Date: _____ Permit Number: _____
Proposed Contractor Name: _____
Proposed Contractor Email: _____
Portal Account Name: _____
Job Address: _____

Change of Contractor Process Scenario Options

- ☐ Scenario 1: Change of Contractor Identified on Permit
- ☐ Scenario 2: Terminate and Replace the Contractor Identified on the Permit
- ☐ Scenario 3: Change from Contractor to Owner-Builder
- ☐ Scenario 4: Change from Owner-Builder to Contractor
- ☐ Scenario 5: Change of qualifier only, same company

Subcontractor Options

- ☐ Change of Contractor using the same subcontractors
- ☐ Change of Contractor using new subcontractors

Sections A through C must be completed in full and signed in the presence of a notary.

Section A: Contractor Identified on the Permit Signature

Signature of Contractors Qualifier: _____

Printed Name of Contractors Qualifier: _____

Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
- ☐ Has produced a current drivers license _____
- ☐ Has produced _____ as identification.

Notary Signature: _____

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See page 3 for Sections B and C



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Section B: Proposed Contractor Signature

I acknowledge that I have read pages three and four of the Collier County Building Plan Review and Inspection Division Building Permit Application.

Signature of Proposed Contractor: _____

Printed Name of Proposed Contractor: _____

State License #: _____ Phone #: _____

Printed Business Name: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current drivers license _____
☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Section C: Property Owner Signature

Signature of Property Owner: _____

Printed Name of Property Owner _____

Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current drivers license _____
☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Letter of Notification to Contractor for Termination from Collier County Building Permit

This letter is to inform you, _____, the Contractor, that you are being terminated from the Collier County Permit Number, _____ associated with the structure located at _____, as of (termination date).

The reason for this termination is due to:

Notarized Signature

Signature of Property Owner: _____

Printed Name of Property Owner: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current drivers license _____
☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

To be completed after mailing to the Contractor or Owner-Builder

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

Certified Mail Receipt/Tracking Number: _____

