



Hillsborough County
Florida

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NOTICE

DATE: April 16, 2009

TO: Permit Applicants

FROM:  Wayne A. Francis, Acting Building Official
Building Services Division
Planning and Growth Management Department

SUBJECT: REQUIRED INFORMATION ON PERMIT APPLICATIONS

It is imperative that applicants' e-mail and/or fax numbers are provided on permit applications submitted to this office. This information is required in order to send notification of expiring permits. Applications submitted with missing or incorrect contact information may fail to receive notification of expiring permits, resulting in a \$77 fee to reinstate the permit and a citation of \$500. The e-mail and fax information is required of all applicants, including homeowners. A telephone number is required as well for all applicants, sub-contractors, homeowners etc., listed on applications and sub-forms.