



**DIVISION OF BUILDING SAFETY**

201 S. Rosalind Avenue, 1<sup>st</sup> Floor

**Reply To:** Post Office Box 2687 ▪ Orlando, Florida 32802-2687

Phone 407-836-5768 ▪ Fax 407-836-5492

www.ocfl.net/building

**Letter of Completion Request Form**

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

- Letters of Completion are given for permits that do not receive a Certificate of Occupancy
- Request must be accompanied by payment of \$16.00 per permit
- Research can take up to five (5) business days to complete

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

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

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

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Delivery Option:

Pick Up Pick up date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail Name/Company: \_\_\_\_\_

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

\_\_\_\_\_

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

Method of payment used:  Cash  Check  Escrow  Credit Card

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*Division of Building Safety Use Only*

Receipt Number: \_\_\_\_\_

Permit Analyst: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Rev. 070111

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