UNRESPONSIVE PROPERTY OWNER POLICY

City of Dunedin, Florida ♦ Community Development Department
1415 Pinehurst Road, Unit F ♦ Dunedin, FL 34698 ♦ 727-298-3210 ♦ www.dunedingov.com

POLICY STATEMENT

In the unusual instances where the property owner refuses to provide access for required inspections, the contractor (permit holder) may request that the permit be extended for a period of 180 days or request that the Building Division administratively close the permit after completion of the following steps prior to the expiration date of the permit:

- ✓ Contact the property owner by telephone, in-person, or regular mail twice, and
- ✓ Contact the property owner by Certified Mail, Return Receipt Requested.
- ✓ Verify that all fees associated with the permit have been paid.
- ✓ Submit a completed Contractor Statement along with copies of the letter sent by certified mail and the return receipts.

CONTRACTOR STATEMENT

Permit Number: _____

Job Address: _____

_____

The undersigned contractor hereby affirms that they have attempted to contact the property owner on three (3) separate occasions, one of which was by certified mail, return receipt requested. The property owner is either unavailable or refuses to arrange a time to make the property accessible for the required inspection(s) by the City inspector(s).

The undersigned further affirms that the installation or work was completed in full compliance with the Florida Building Code and any other applicable laws, ordinances and regulations, and that all outstanding fees assessed on this permit have been paid.

Therefore, the undersigned is requesting that the above referenced permit be administratively closed under the terms of the Unresponsive Property Owner Policy.

_____	_____	_____
Company Name	License Holder	License No.
_____	_____	_____
License Holder's Signature	Phone No.	Date

***Please attach a copy of certified letter to the property owner and the return receipt showing the acceptance signature, or marked refused or unclaimed by the Post Office.*