



Community Development  
1700 NW 9<sup>th</sup> Avenue Suite A  
Okeechobee, FL 34972  
(863) 763-5548

**PERMITS ON HOLD**

**MUST BE COMPLETED BY PERMIT APPLICANT OR CONTRACTOR**

**Copies required:**

**Residential – 2 Copies**

**Commercial – 3 Copies**

**ITEMS FOR PERMIT WILL NOT BE ACCEPTED VIA FAX**

DATE: \_\_\_\_\_  
PERMIT # \_\_\_\_\_ PERMIT TYPE (SFD, Shed, etc) \_\_\_\_\_  
JOB SITE ADDRESS \_\_\_\_\_  
CONTRACTOR'S NAME \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ CONTACT PHONE # \_\_\_\_\_

**LIST EACH ITEM SUBMITTED IN THE ORDER SHOWN ON YOUR HOLD LETTER (Additional sheets may be attached to explain submittals if needed):**

**NOTE: PLAN REVIEW WILL NOT BE PERFORMED UNLESS ALL ITEMS REQUESTED ARE SUBMITTED.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**Received By:** \_\_\_\_\_

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