

**Typical Letter to Homeowner from Contractor  
Printed on Contractor's Letterhead**

**CERTIFIED MAIL—RETURN RECEIPT REQUESTED      Section 1**

Reference Permit No.: \_\_\_\_\_

Inspection Type: \_\_\_\_\_

Dear Homeowner:

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

Local and State laws require that all permitted work be inspected. It is your responsibility to provide access for this inspection. You were contacted on the dates listed below, but have refused to make access available to City inspectors. Please contact us by \_\_\_\_\_ in order to schedule this inspection. Failure to do so may result in loss of permitting privileges for this address.

**Date Contacted:**

**By:** (Print Employee's Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2**

I, \_\_\_\_\_, certify that I have made the attempts to schedule the inspection noted above and I am requesting that the City take further action.

\_\_\_\_\_  
(License Holder's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
Date

**(Note to Contractor: Receipt for Certified Mail must accompany this request)**

**Section 3**

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

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Division Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Dear Homeowner:

Your contractor has notified us that you failed to allow access for the above referenced inspection. Inspection of permitted work is required under the City's Ordinance Code. Although with or without inspections the City does not have liability or responsibility for the quality of your contractor's work, we have found such inspections to be a valuable tool in advancing the public health, safety and welfare concerns upon which the City's requirements are based. Therefore, this correspondence is to notify you that a violation has been entered at the referenced address, and that no future permits will be allowed until this violation is cleared. This correspondence and the violation are public records under Florida law.

Sincerely,

Thomas H. Goldsbury, P.E.  
Chief, Building Inspection Division

Xc: Contractor