**Cancel Accela permits:**

**“Important: If a separate trade permit (in ACCELA )  has already been pulled for work associated with a GC's permit (in old system-BS&A), that (Accela) permit must be cancelled immediately and a paper permit in BS&A must be submitted.**

To cancel the existing permit, the contractor must submit a formal **cancellation request on company letterhead**, including the following:

* A request to our Town of LBLK Building Official - cancel **Permit BC-PWHS-25-1234**
* The **property address**: *123 Longboat Club Rd., Unit 123*
* A brief explanation stating the permit was created in error
* A note indicating that a new permit will be submitted reflecting the correct scope of work”

**Reapplications for BSA:**

“For any related **sub-contractor permits**, applications must be submitted via **paper form**. These can be sent by email to the following staff members for processing:

* Ya Ya Delcid: ydelcid@longboatkey.org & Michelle Smith: masmith@longboatkey.org,  phone#  941-316-1966  EXT 2512 – permits related to MEP (Mechanical,Electrical, Plumbing)
* **Marie Cordasco:** **mcordasco@longboatkey.org****, phone#  941-316-1966 OR 9413616411  EXT 2513 – permits related to Building (Roof, Demo, Windows/Doors, Demo…..)**
* Sierra Legendre: slegendre@longboatkey.org, phone# 407-922-9062 (All permits related to Storm Damage Condo/Commercial)

These permits will be **entered  MANUALLY and issued** through **BS&A**, not Accela”

**Refunds for the trades:**

“provide the Accela permit numbers for all trades that inadvertently paid fees, along with any associated invoices if available. Once received, our office will forward your request for cancellation and refund of Permit No(s). {\_\_\_\_\_\_\_\_\_\_} to our Office Manager, Donna Chipman, for further review.”