

Copy/Paste the example below onto your business letterhead
Send letter as an email attachment to epanza@longboatkey.org

Date: 04/16/2025

To: Patti Fige, Building Official, Town of Longboat Key

Permit Number: LBPB24-0776

Address of Project: 5941 Emerald Harbor Dr., Longboat Key, 34228

Requesting this permit be reinstated 30 days

Provide a detailed reason why the reinstatement of the permit is needed:

The work was not completed before the hurricanes as planned. After Helene the house flooded, and attention was shifted to removing and replacing drywall.

Enton P. Hito (*Homeowner Contractor*)

Print Name of Contractor/Licensee of Record

Enton P. Hito

Signature Contractor/Licensee of Record

License Number:

Phone number: 919-247-3959

Email Address: tonyhito@gmail.com

NOTARIZATION OF OWNER'S SIGNATURE

State of _____

County of _____

The foregoing instrument was acknowledged before me by means of physical presence ☐ or online notarization

☐, this _____ day of _____ 20____ By _____

as (type of authority)_____ for (name of party on behalf)_____

Signature of Notary Public_____

Printed/Stamped Name of Notary Public_____

Personally known ☐ OR produced identification ☐ Type of ID. _____