



AFTER-THE-FACT PERMIT INTAKE FORM

Annex Permitting and Solutions

Client Information

Full Name: _____

Phone: _____

Email: _____

Property Address: _____

City / Jurisdiction: _____

Unpermitted Work Details

What work was completed without a permit?

- Interior Renovation
- Addition
- Structural Work
- Electrical
- Plumbing
- HVAC
- Roof
- Pool
- Commercial Work
- Other: _____



Approximate date work was completed: _____

Who performed the work?

- Licensed Contractor
- Unlicensed Contractor
- Owner
- Unknown

Annex Permitting And Solutions
Phone: (772) 310-1762
Email: info@annexpermittingsol.com



AVOID DELAYS BEFORE CONSTRUCTION BEGINS

BUILD WITH CONFIDENCE

Annex Permitting Solutions

- ✓ We Handle Permits
- ✓ Safety Plans
- ✓ Inspections & Approvals



Current Situation

Have you received any of the following?

- Code violation notice
- Stop work order
- Unsafe structure notice
- Lien notice
- None

Is the work currently:

- Exposed and visible
- Covered / concealed
- Partially exposed

Has the city already been contacted?

- Yes
- No

If yes, explain: _____



Construction Details

Do you have any of the following?

- Plans
- Engineering
- Photos before work
- Contractor info
- Receipts / contracts
- None

Are you aware of structural changes?

- Yes
- No
- Unsure

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ANNEX
PERMITTING SOLUTIONS
From Plans to Approval

Urgency & Risk

Is the property currently:

- Under sale contract
- Refinancing
- Insurance issue
- Rental compliance issue
- None

Desired resolution timeframe: _____

Acknowledgment

Client understands that after-the-fact permitting may require:

- Exposure of concealed work
- Additional engineering
- Inspections or corrections
- Extended timelines
- Additional fees



Signature: _____ Date: _____