

RISK LETTER SAMPLE

COMPANY NAME

STREET NUMBER AND STREET NAME

CITY, STATE & ZIP CODE

Pinellas County Building Services & Development Review
440 Court St., 3rd Floor
Clearwater, FL 33756

(DATE)

RE: (PROJECT NAME AND ADDRESS / PARCEL)

Dear Sir or Madame,

This correspondence is to state our understanding that a BUILDING REVIEW submission prior to site plan approval is at our own risk. No plan review charges or fees will be refunded should the site plan change significantly and as a result, new building plans have to be submitted and additional fees paid. Additionally, I understand the submittal of building plans at this time in no way constitute that the site plan will be approved in the future.

Best regards,

(OWNER NAME OR RESPONSIBLE PARTY) – Signature

(OWNER NAME OR RESPONSIBLE PARTY)- Print Name

(TITLE)