

STOP WORK ORDER

DATE: [INSERT DATE]

To: [INSERT CONTACT NAME]
[INSERT PROJECT/PROPERTY]
[INSERT ADDRESS]
[INSERT CITY, STATE, ZIP]

On this date notice has been served on the above referenced construction project to cease and desist [INSERT WORK TO BE STOPPED] construction on this [INSERT EXTENT OF COVERAGE] on this Stop Work Order until further notice. Once remedy has been made and submitted to [INSERT YOUR NAME & TITLE], he shall issue a Notice to Rescind this Stop Work Order. This Notice shall be approved and countersigned by the [INSERT DEPARTMENT DIRECTOR NAME] before any future work may proceed on the extent of work covered by this Stop Work Order.

[INSERT DIRECTOR NAME]
Director of [INSERT DEPARTMENT]
City of Friendswood

Date

END OF DOCUMENT