

The purpose of this document is to provide information related to expired permits. [Florida Building Code](#) Section 105 provides that the Building Official may authorize that any work which has been commenced or completed be removed from the property. This means that an applicant must receive at least one approved inspection every 180 days after the permit issuance, or the permit will expire. Unless otherwise stated, the subsequent terms shall have the following meanings:

PERMIT. Official document issued by the Building Official authorizing performance of a specified activity.

ISSUED PERMIT. Approval to proceed with work, not as authority to violate, cancel, or alter the provisions of technical codes.

VALID PERMIT. A permit becomes valid when certified paid and posted on the job-site.

INVALID PERMIT. A permit becomes invalid when the work authorized: 1) Is not commenced within 6 months after issuance or 2) is suspended or abandoned for a period of 6 months after work is commenced.

ACTIVE. Work is considered to be in active progress when the permit has received an *approved* inspection within 180 days.

CLOSED. The requirements of the permit have been satisfied.

SUBSTANTIALLY COMPLETE. Stage when a construction project is deemed adequately complete to the point where a structure and/or property can be used for its intended purpose. A field evaluation inspection is required by the Building Official to determine no apparent safety hazards exist.

FINAL INSPECTION COMPLETED. The work performed was inspected for compliance with applicable local, state or federal code requirements. The use of a structure and/or property

- **EXTEND ACTIVE PERMIT.** A permit may be extended for a period not to exceed 90 days if requested **within 15 days of the expiration date**. If an extension is granted, a \$40 fee will be assessed in accordance with City Resolution No. 1486-96, as amended.
- **RENEW PERMIT EXPIRED FOR LESS THAN 180 DAYS – NO WORK COMMENCED.** A permit may be renewed for a period not to exceed 90 days. If a renewal is granted, ALL applicable construction permit fees, as paid at the time of the original permit issuance, will be assessed.
- **RENEW PERMIT EXPIRED FOR LESS THAN 180 DAYS – WORK COMMENCED.** A permit may be renewed for a period not to exceed 180 days. If a renewal is granted, ALL applicable construction permit fees will be assessed in accordance with City Resolution No. 1486-96, as amended. This includes but is not limited to building, plumbing, mechanical, electrical, gas, roofing, etc.
- **RENEW PERMIT EXPIRED FOR MORE THAN 180 DAYS.** A permit will not be renewed except under extenuating circumstances. If a renewal is granted, ALL applicable construction permit fees will be assessed in accordance with City Resolution No. 1486-96, as amended. This includes but is not limited to building, plumbing, mechanical, electrical, gas, roofing, etc. Otherwise, a new permit application, all fees, and compliance with all current codes and regulations will be required.



REQUEST TO EXTEND, RENEW OR CLOSE PERMIT

This instrument is for the purpose of requesting to extend, renew or close an expired permit.

PERMIT AND APPLICANT INFORMATION

Permit Number _____ Job Address _____

Issue Date _____ Request Type _____

Applicant Type _____

Contact Person _____ E-Mail Address _____

WORK COMPLETED, LAST APPROVED INSPECTION AND DATE PASSED

JUSTIFICATION FOR REOPENING PERMIT

REMAINING WORK/INSPECTIONS TO BE PERFORMED

BUILDING OFFICIAL USE ONLY

Number of Previous Extensions _____ Number of Previous Renewals _____

Date Permit Expired _____ Fees Due \$ _____ Reviewed By/Date _____

Approved, 180-Days Denied, New Permit Required

Field Evaluation Required (Substantially Complete) per FBC 105.5 Close per F.S. 553.79 (17)(C)

Comments/Conditions

