



Permit Expiration, Time Extension, and Expired Permit Renewal

1. When does a permit expire?

The Florida Building Code states that a permit expires in two (2) ways as follows:

- When an approved required inspection was not made within 180 calendar days from permit issuance; or,
- When an approved required inspection was not made within 180 calendar days from the last approved required inspection.

An automated email reminder is sent to the permit holder 45 calendar days before permit expiration.

2. Permit Extension Requests (must be submitted in writing before the permit expires):

- Requests must be submitted **before** the permit expiration date.
- Email BuildingConstruction@CharlotteCountyFL.gov a signed letter that includes the printed name under the signature (preferably on company letterhead) and:
 - Permit number
 - Job site address
 - Reason for the extension
- A maximum of two (2) extensions are allowed.
- Each extension is limited to 90 calendar days.

Extension fees are as follows:

Extension	Extension Fee
1 st extension request	\$63
2 nd extension request	\$100

3. Expired Permit Renewal Requests:

- The 1st and 2nd renewal requests do not require a letter from the permit holder.
- For the 3rd and subsequent renewal requests, a signed hardship letter addressed to the Building Official must be submitted to BuildingConstruction@CharlotteCountyFL.gov with:
 - The permit number
 - Job site address
 - Reason for the permit expiration
 - Timeline for scheduling inspections

1st renewal request	\$200 or 25% of the initial building fee – whichever is greater
2nd renewal request	\$200 or 50% of the initial building fee – whichever is greater
3rd renewal request	\$200 or 75% of the initial building fee – whichever is greater
4th renewal request	\$200 or 100% of the initial building fee – whichever is greater