



# CHARLOTTE COUNTY

## Community Development

### Permit Expiration, Time Extension, Expired Permit Renewal and Permit Cancellation

(Revised April 2019)

#### 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.

**Note #1:** Partial inspections do not renew or extend a permit.

**Note #2:** The initial expiration date is printed on the job card at the time of permit issuance.

**Note #3:** The required inspections are printed on the job card and are shown online as “pending.”

**Note #4:** An automated email reminder is sent to the permit holder 30 calendar days before a permit will expire.

#### 2. Permit Extension Requests (must be made in writing prior to permit expiration):

- Permit extension requests must be submitted prior to permit expiration.
- Requests must be made in the form of a signed letter, preferably on company letterhead, containing the permit number, job site address and the reason for the extension request. The letter can be sent by email, fax, or mail.
- Extensions are limited to a maximum of two (2).
- Extensions are limited to a maximum of 90 calendar days.
- Fees for permit extension requests are as follow:

Extension	Extension Fee
1 <sup>st</sup> extension request	\$63
2 <sup>nd</sup> extension request	\$100

#### 3. Expired Permit Renewal Requests:

- Requests for the 1<sup>st</sup> and/or 2<sup>nd</sup> renewal of a permit do not have to be in the form of a letter from the permit holder.
- For the 3<sup>rd</sup> or more expired permit renewal requests, a letter of hardship addressed to the Building Official must be submitted for review and shall contain the permit number and the job site address.
- Fees for permit renewal requests are listed as follows:

Renewal Type	Initial Permit Cost (Building)	Renewal Fee
Flat Fee Trade permits	\$90	\$90 per renewal
All other permits – 1 <sup>st</sup> renewal request	Various	\$200 or 25% of the initial building fee whichever is greater
All other permits – 2 <sup>nd</sup> renewal request	Various	\$200 or 50% of the initial building fee whichever is greater
All other permits – 3 <sup>rd</sup> renewal request	Various	\$200 or 75% of the initial building fee whichever is greater
All other permits – 4 <sup>th</sup> renewal request	Various	\$200 or 100% of the initial building fee whichever is greater

**4 Permit Cancellation Requests:**

- Requests must be made in writing, on company letterhead, stating the permit number, the job site address and the reason for the cancellation.
- The letter must be signed by the license holder and notarized. The Notary Statement should read like this:

*State of Florida, County of Charlotte*

*The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_20\_\_\_\_, by \_\_\_\_\_ who  is personally known to me or  who has produced \_\_\_\_\_ as identification and who  did /  did not take an oath.*

\_\_\_\_\_  
*Signature of Notary*

- No work shall have been done nor any inspections made.
- There is no fee for a permit cancellation.
- No refunds are made for a permit cancellation.

DJ: Permit-Expiration-Extension-Renewal

**BUILDING CONSTRUCTION DIVISION**

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