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:

<table>
<thead>
<tr>
<th>Extension</th>
<th>Extension Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st} extension request</td>
<td>$63</td>
</tr>
<tr>
<td>2\textsuperscript{nd} extension request</td>
<td>$100</td>
</tr>
</tbody>
</table>

3. **Expired Permit Renewal Requests:**
   - Requests for the 1\textsuperscript{st} and/or 2\textsuperscript{nd} renewal of a permit do not have to be in the form of a letter from the permit holder.
   - For the 3\textsuperscript{rd} 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:

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