



**EXPIRED PERMIT NOTICE
AND
EXTENSION/RENEWAL
REQUEST**

**Office of Planning and Development
Building Division**
330 W. Church St.
P.O. Box 9005, Drawer GM02
Bartow, FL 33831-9005
(863)534-6080
expiredpermits@polk-county.net

www.polk-county.net

Pursuant to the provisions of the Florida Building Code, Section 105, Article 105.3.2 through 105.4.1.4, permits may expire, or become null and void, if the work authorized by the permit is not commenced within six months after issuance, or if the work authorized by the permit is suspended or abandoned for a period of six months after the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection at least every 180 days.

This means that an applicant must receive at least one approved inspection every 180 days after the permit issuance, or the permit will expire. If the project requires additional and/or sequential inspections, the next inspection must be approved within 180 days of the previously approved inspection or the permit will expire. Florida Building Code 105.4.1.2 provides that a structure may have to be removed if a permit remains expired. County Ordinance 02-03, as amended, provides that:

- ACTIVE PERMITS may be extended for up to 90 days by requesting an extension **prior to the expiration date**. The request must include written justification (form available at [Building Reading Room - Polk BoCC](#)) and be submitted to expiredpermits@polk-county.net. The fee to extend an active permit is \$15.00.
- PERMITS that have been expired 90 days or fewer, may be renewed/reopened for up to 90 days with written justification (form available at [Building Reading Room - Polk BoCC](#)) and may be submitted to expiredpermits@polk-county.net. The fee to reopen a permit that has been expired for 90 days or fewer is \$30.00.
- PERMITS that have been expired for 91 to 180 days, may be renewed/reopened with written justification (form available at [Building Reading Room - Polk BoCC](#)) and may be submitted to expiredpermits@polk-county.net. All applicable construction permit fees, as paid at the time of the original permit issuance, will be charged if request is granted. This includes building, plumbing, mechanical, electrical, gas, driveway, irrigation and mobile home set up permit fees.
- PERMITS that have been expired for over 180 days may not be renewed. A new permit application, all fees, and compliance with all current codes and regulations may be required. **Note:** When the only outstanding inspection(s) is a final inspection, a permit may be reopened for final inspection and close out purposes. In such cases, a \$15 reopen fee and \$35 inspection fee (\$50 total) are due.

Attention Contractors: Permits remaining expired for 180 days or more may be turned over to the Contractor Licensing Board.

Attention Owner/Builder: Permits remaining expired for 180 days or more may be turned over to Codes Enforcement.



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Please complete the following and submit to expiredpermits@polk-county.net or fax to 863-534-6016. Choose only one method of submittal. Do not submit multiple times for the same permit number. Multiple submittals for the same permit number may delay the processing your request and result in additional administrative fees. Do not email requests directly to permit technicians. Only emails sent to the expiredpermits@polk-county.net will be processed.

Permit Information:

Expired Permit Number _____ Date Permit Expired _____
Is this permit the result of a Code Enforcement Case? () Yes, If so, Case # _____ () No
Is there an open demolition case on this property? () Yes () No

Property Information:

Type: () Residential () Non Residential
Job Site Address: _____
Job Description: (For example, 5,270 square foot warehouse) _____

Describe last inspection passed, current stage of construction, and remaining tasks: _____

Justification for reopening permit: (Use additional sheet, if necessary). _____

Applicant Information:

Contractor/Authorized Agent or Owner: _____
Contractor ID # (if applicable): _____ Phone: _____
Email: _____ Fax: _____
Are you the original applicant on this permit? () Yes () No

For Official Use Only

Date Received: _____ Number Prior Extensions: _____ Number Prior Re-Opens: _____

Processed by: _____ Floodplain: () Yes () No

Last Inspection (type) passed: _____ Date passed: _____

() Not Approved () Approved If approved, length of extension (if applicable): _____

Approver's Signature: _____ Date: _____

Total Fees Due: _____