



Permit 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

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 and be submitted to expiredpermits@polk-county.net. The fee to extend an active permit is \$15.00 and must be paid and the permit extended prior to expiration.
- EXPIRED PERMITS that have been expired up to 180 days, may be reopened with written justification and be submitted to expiredpermits@polk-county.net. An Administrative Review fee of \$50.00, not to exceed original permit fee, will be assessed.

PERMITS that have been expired for over 180 days may not be renewed except under extenuating circumstances and as approved by the Building Official. Otherwise, a new permit application, all fees, and compliance with all current codes and regulations will be required.

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.



Expired Permit Notice
And
Extension/Renewal

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Please complete the following and submit to expiredpermits@polk-county.net. Submit a maximum of two request per email. Each request must be on a separate form. Do not email requests directly to permit technicians or other staff. Only emails sent to the expiredpermits@polk-county.net will be processed.

Property Information

Type: Residential ___ Non Residential ___

Job Site Address: _____

Permit Information

Permit Number _____ Date Permit Initially Issued _____

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 ___

Is there electric on this permit? Yes ___ No ___

Permit description: (i.e. a/c change out, shed with electric, pool, remodel of 2,500 sq.ft. office building, etc.):

Work done so far & last inspection passed (must complete):

Justification for reopening permit: (must complete):

Applicant Information

Contractor/Authorized Agent or Owner: _____

Contractor ID # (if applicable): _____ Phone: _____

Name/Email of person to contact when approved: _____

Are you the original applicant on this permit? Yes ___ No ___

For Official Use Only

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

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

Processed by: _____ Date Permit Expired: _____

Approved ___ Length of Extension _____ Fees Due: _____

Denied (new permit required): _____ Close Inactive per FBC 105.4: _____ Close Inactive per FS 553.79 _____

Approver's Signature: _____ Date: _____