



# 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](http://www.polk-county.net)

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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 10 days **prior to the expiration date**. The request must include written justification and be submitted to [expiredpermits@polk-county.net](mailto:expiredpermits@polk-county.net). The fee to extend an active permit is \$15.00. The fee must be paid and staff notified of payment prior to the permit expiring.
- EXPIRED PERMITS that have been expired up to 180 days, may be reopened with written justification and be submitted to [expiredpermits@polk-county.net](mailto: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.



## Permit Extension/Reopen Request

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Please complete the following and submit to [expiredpermits@polk-county.net](mailto: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 any other email address. Only emails sent to the [expiredpermits@polk-county.net](mailto:expiredpermits@polk-county.net) will be processed.

### Permit Information

Permit Number \_\_\_\_\_ Date Permit Initially Issued \_\_\_\_\_

Job Site Address: \_\_\_\_\_

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 (must complete):

\_\_\_\_\_

Last Inspection Performed: \_\_\_\_\_

Inspection Result: \_\_\_\_\_

### Applicant Information

Name of person submitting Extension/Reopen Request: \_\_\_\_\_

Is this person the original applicant/company, owner, or contractor on the permit? Yes \_\_\_ No \_\_\_

If no, what is the person's interest in the property? New Owner \_\_\_ New Contractor \_\_\_ Other \_\_\_

If other, please explain authority to renew/reopen another's permit: \_\_\_\_\_

\_\_\_\_\_

Contractor/Authorized Agent or Owner: \_\_\_\_\_

Name/Email of person to contact if approved: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

### For Official Use Only

Date Received: \_\_\_\_\_ Number Prior Extensions/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: \_\_\_\_\_