



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

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 a maximum of 10 days **prior to the expiration date**. The request must include written justification and be submitted to expiredpermits@polkfl.gov. 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 the above-mentioned email address. 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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Bartow, FL 33831-9005
(863)534-6080

Please complete and submit a maximum of two requests per email. Each request must be on a separate form. Do not email requests directly to permit technicians or any other email address. **Only requests emailed to expiredpermits@polkfl.gov 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):

Justification for reopening permit: (must complete):

Last Inspection Performed: _____

Inspection Result: _____

Applicant Information

Name of person emailing Extension/Reopen Request: _____

Email address of person submitting 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: _____

Contract Phone Number: _____

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: _____