



## Permit Expiration, Time Extension, and Expired Permit Renewal

### 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.

*An automated email reminder is sent to the permit holder 45 calendar days before permit expiration.*

### 2. Permit Extension Requests (must be submitted in writing before the permit expires):

- Requests must be submitted **before** the permit expiration date.
- Email [BuildingConstruction@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov) a signed letter (preferably on company letterhead) that includes:
  - Permit number
  - Job site address
  - Reason for the extension
- A maximum of two (2) extensions are allowed.
- Each extension is limited to 90 calendar days.

Extension fees are as follows:

Extension	Extension Fee
1 <sup>st</sup> extension request	\$63
2 <sup>nd</sup> extension request	\$100

### 3. Expired Permit Renewal Requests:

- The 1<sup>st</sup> and 2<sup>nd</sup> renewal requests do not require a letter from the permit holder.
- For the 3<sup>rd</sup> and subsequent renewal requests, a hardship letter addressed to the Building Official must be submitted to [BuildingConstruction@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov) with:
  - The permit number
  - Job site address
  - Reason for the permit expiration
  - Timeline for scheduling inspections

1 <sup>st</sup> renewal request	\$200 or 25% of the initial building fee – whichever is greater
2 <sup>nd</sup> renewal request	\$200 or 50% of the initial building fee – whichever is greater
3 <sup>rd</sup> renewal request	\$200 or 75% of the initial building fee – whichever is greater
4 <sup>th</sup> renewal request	\$200 or 100% of the initial building fee – whichever is greater