

## Unresponsive Property Owner Policy

### Specific Authority

Florida Building Code (FBC) section #104.5.1 specifies the conditions of a permit. It states that the permitted work must commence within 6 months of issuance and that an approved inspection is required within that 6 month period. The expiration date of the permit then becomes 6 months from the date of the last approved inspection.

Failure to commence work and receive approved inspections through the course of the work will result in the permit being deemed abandoned. Abandoned permits are referred to the Pinellas County Construction Licensing Board as an Administrative Complaint. In the case of multi-trade combination permits the Primary Contractor is responsible to insure that final inspections are received by all trades prior to the expiration date.

### Notifications

Pinellas County Building Services provides a courtesy notification to permit holders by U.S. Mail to contractors that will have a permit that will expire within thirty days.

### Uncooperative Property Owner

In instances where the property owner refuses to provide access for inspections, please be aware of the following options available to minimize disruption to the property owner on inspection day.

- Arrange a call-ahead to the property owner or their designee to advise them we are on the way. For example, if it will take the owner 45 minutes to meet the inspector, the inspector will call them approximately 45 minutes before arrival.
- Morning/Afternoon requests and Estimated Time of Arrivals may be received from the inspector that is scheduled to do the inspection by calling between 8:00 and 8:20am. Individual direct telephone numbers are available for all Building Services staff at <http://www.pinellascounty.org/build/phone-numbers.htm>.
- After hours and weekend inspections are available at additional cost. Information and fees are available at [http://www.pinellascounty.org/build/fee\\_schedule.htm](http://www.pinellascounty.org/build/fee_schedule.htm).

Should the property owner be unavailable or continue to refuse access for required inspections the contractor may request that the permit be extended for a period of 180 days at additional cost or request that Building Services administratively close the permit after completion of the following steps and providing copies prior to the expiration date of the permit:

- Contact the homeowner by telephone, in-person, or regular mail twice, plus
- Contact the homeowner by Certified Mail (Return Receipt Requested).
- Verify that all fees assessed against have been paid.
- Submit completed Unresponsive Property Owner Declaration form, along with copies of the letter sent by certified mail and the return receipts (Green Card) to:

✉ U.S. Mail	440 Court Street	Clearwater, FL 33756
☎ Fax	(727) 464-5021	
✉ e-mail	<a href="mailto:building@pinellascounty.org">building@pinellascounty.org</a>	

When the information is received by Building Services staff the following steps will be performed:

- Building Services staff will make one attempt to contact the property owner by telephone.
- The permit will be Administratively Closed, and the documents forwarded to or scanned into the permit file.
- The parcel will be tagged to notify anyone accessing parcel information in our database of the permit status. This may cause difficulty transferring title of the property in the future.

If you have questions or require assistance with this procedure contact us at [building@pinellascounty.org](mailto:building@pinellascounty.org) or (727) 464-3888.



# Unresponsive Property Owner Procedure Contractor Statement

Date: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Job Address: \_\_\_\_\_

I, \_\_\_\_\_, license # \_\_\_\_\_, have attempted to contact \_\_\_\_\_ on three separate occasions, one of which was by certified mail return receipt request. I have attached copies of the letter and the return receipt. The owner is either unavailable or refuses to arrange a time to make the property accessible for the required inspections by Pinellas County Building Services inspector(s).

I am hereby requesting that this permit be administratively closed under the terms of the Pinellas County Building Services Unresponsive Property Owner Policy.

I certify that the installation was completed in full compliance with the Florida Building Code, any applicable local technical amendments and/or ordinances and that all outstanding fees assessed on this permit have been paid.

I understand that Pinellas County Building Services will send a notice to the property owner notifying them of the fact that the outstanding permit has been Administratively Closed per my request. Should the Homeowner request the inspection be made Building Services staff will:

1. For permits that have not reached the expiration date Building Services will change the permit back to issued status and schedule the inspection.
2. For permits that have exceeded the expiration date Building Services will open the permit without assessing the permit extension fees for a single inspection attempt.
3. In the event that the inspection does not receive approval, the property owner will be responsible to inform the contractor of the Correction Notice. Any Reinspection Fees and/or Permit Extension Fees must be paid prior to a reinspection being scheduled.
4. In the event that a permit is reopened, the Building Services Abandoned Permit Policy will be effective and allowing the permit to expire may result in PCCLB action.

I am hereby requesting that this permit be Administratively Closed under the terms of the Pinellas County Building Services Unresponsive Property Owner Policy.

\_\_\_\_\_  
Print License Holder Name\*

\_\_\_\_\_  
License Holder Signature\*

\* Form must be signed by the license holder

Attachments:

- Return receipt (Green Card – Must show the acceptance signature, or be marked refused or unclaimed by the Postal Carrier)
- Letter(s) to the Homeowner
- \_\_\_\_\_
- \_\_\_\_\_

Submit completed form and attachments to: