

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 and Development Review Services (BDRS) 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 8:15 and 8:30am. Individual direct line telephone numbers are available for all BDRS staff are available 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/PDF/Building_Permit_Fee_Schedule_FY-2012.pdf.

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 BDRS 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 Uncooperative 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) 464-3886 | |
| ✉ e-mail | building@pinellascounty.org | |

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

- BDRS 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 Susan Kinney-Lowell at building@pinellascounty.org or (727) 464-3757.

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 and Development Review Services inspector(s).

I am hereby requesting that this permit be administratively closed under the terms of the Pinellas County BDRS 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 BDRS 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 BDRS will:

1. For permits that have not reached the expiration date BDRS will change the permit back to issued status and schedule the inspection.
2. For permits that have exceeded the expiration date BDRS 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 is scheduled.
4. In the event that a permit is reopened, the BDRS 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 BDRS 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: