



PERMIT EXTENSION REQUEST

BUILDING DIVISION

Date: _____

Permit Number: _____

Job Address: _____

FBC 104.5.1

Permit intent. A permit issued shall be construed to be a license to proceed with the work detailed in the approved plans and specifications and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from hereafter requiring a correction of errors in plans, construction, or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. Failure to obtain an approved inspection within 180 days of the previous approved inspection shall constitute suspension or abandonment. One or more extensions of time, for periods not more than 180 days each, may be allowed by the building official for the permit, provided the extension is requested in writing and justifiable cause is demonstrated prior to the expiration date. The building official shall record the extension of time granted.

The undersigned requests that the above permit be extended for 180 days from the date above. This extension is necessary due to: _____

Contractor or Owner Signature

Printed Name

*E-mail or Fax number: _____

**Telephone Number: _____

*Required to send a confirmation with revised expiration date

**Required to Contact to Collect Payment Via Telephone

Extension Information

- A. Permits may be extended and the associated fee(s) paid by any contractor or sub-contractor of record on the permit or their authorized representatives, or the property owner or authorized agent.
- B. Processing fees are required for all Permit Extensions. You may review the current fees at: http://www.pinellascounty.org/build/PDF/Building_Permit_Fee_Schedule.pdf
- C. BDRS Staff will research the parcel for Habitat permits associated with the Building Division Permit. Any Habitat permits will be reviewed by the Habitat section and may require extension or reinstatement as necessary during the Building Permit Extension Process.
- D. BDRS Staff will research the parcel for active Code Enforcement Cases. All open cases will be reviewed by the Code Enforcement Section Manager and may require a hold placed on the reinstatement if proceeding with the construction conflicts with a Magistrate or County Court action.

Methods of Permit Extension

1. **In Person** – At the BDRS offices located at 440 Court Street Clearwater, FL 33756. Mon-Tues-Wed-Thu-Fri 8:00am – 4:30pm. Additionally, the first Wednesday of each month the office closes at 2:00pm.
2. **Extension Request Form** – Permit Extensions may be requested by filling out a Permit Extension Request Form and submitting it to:
U.S. Mail - 440 Court Street Clearwater FL 33756
Fax – (727) 464-5021
E-mail – Building@PinellasCounty.org
3. **Telephone** – Permit Extensions may be requested verbally without filling out the Permit Extension Form and the appropriate fees collected via credit card by telephone:
Telephone – (727) 453-3633

FOR OFFICE USE ONLY

Habitat Approved Rejected N/A

by: _____ Date: _____

Code Enforcement Approved Rejected N/A

by: _____ Date: _____

Building Approved Rejected N/A

by: _____ Date: _____

New Permit Expiration Date _____
