



UNIVERSITY OF FLORIDA EXTEND, RENEW, OR WITHDRAW APPLICATIONS & PERMITS POLICY

The purpose of this document is to provide information related to the existence of Open and Expired construction applications and/or permits recorded in a property's permanent history. It is not intended to serve as or provide professional legal advice.

Unless otherwise stated, the subsequent terms shall have the following meanings:

ABANDONED APPLICATION. A permit application for proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless the application has been pursued in good faith or a permit has been issued.

APPLICATION FOR PERMIT. Documents submitted for review and approval that consist of completed permit application form(s) and construction documents, drawings, statements, reports, data and other supporting documents that provide sufficient clarity to indicate the location, nature and extent of work proposed AND shows in detail that the work conforms to the provisions of the FBC and relevant laws, ordinances, rules and regulations.

APPLICATION TO EXTEND OR RENEW APPLICATION AND/OR PERMIT. A request to extend or renew an application and/or permit shall be submitted in writing. The Building Official will review the request and determine whether the action requested can be granted and/or if it requires additional documentation and/or permits. Processing fees will be assessed and outstanding fees, if applicable, shall be paid.

CERTIFICATE OF COMPLETION AND/OR CERTIFICATE OF OCCUPANCY. The presence of a Certificate of Completion and/or Certificate of Occupancy shall not be construed as approval of defective work or acceptance of any work which fails to meet all building, zoning, and/or fire code requirements or other applicable laws or regulations.

CLOSED PERMIT. A permit is considered closed when final inspections(s) demonstrate the requirements of a permit have been satisfied. At the end of the project: 1) Adequate final administrative documents are on file; 2) The permitted work was inspected for compliance with applicable local, state or federal code requirements; and/or 3) All outstanding fees owed to EH&S have been paid.

EXPIRED PERMIT, *NO WORK COMMENCED*. A permit is considered expired when no work has commenced and there have been NO documented inspections performed within 180 days of permit issuance. Paying outstanding applicable fees owed to EH&S and requesting to withdraw (cancel) the permit application/scheduling a field evaluation to verify not work appears to have commenced are the only allowable actions that can occur.

EXPIRED PERMIT, *WORK COMMENCED*. A permit is considered expired when the requirements of a permit have not been satisfied within 180 days of permit issuance or the last approved inspection. These requirements include but are not limited to: missing inspection(s), failed required final inspections, outstanding code violations, and/or inadequate final administrative documents on file. With the exception of paying outstanding applicable fees owed to EH&S, no further work can be performed and no additional inspections can be scheduled until the permit is renewed or a new permit covering the proposed work is obtained.

FIELD EVALUATION. An inspection conducted by the Building Official for the purposes of determining: 1) If any work requiring a permit commenced; 2) If the contractor listed on a permit substantially completed the requirements of a project for a one or two-family residence, townhome, or accessory structure OR an individual residential condominium or cooperative unit; and/or 3) If any apparent safety hazards exist. This evaluation does not verify or imply that completed work, if any, was inspected for compliance with applicable local, state and/or federal code requirements.

INSPECTIONS. The presence and/or absence of recorded inspections conducted by EH&S, its successors and assigns, shall not be construed as approval of defective work or acceptance of any work which fails to meet all code requirements which may thereafter be discovered.

PERMIT. Approval by the Building Official to proceed with permitted work that conforms to the requirements of the Florida Building Code and NOT as authorization to violate, cancel, alter or set aside any of the provisions of technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring correction(s) of error(s) in plans, construction or violations of said code. The absence [or presence] of permit application records does not guarantee that: 1) Planned improvements to a property requiring a permit actually commenced; 2) All work performed complies with all building, zoning, and/or fire code requirements, applicable laws and/or regulations; 3) Required inspections were performed; and/or 4) The existence of a Certificate of Completion or Occupancy for a premise and/or structure.

PERMIT CARD AND APPROVED CONSTRUCTION DOCUMENTS. Official documents authorizing work to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system to proceed which shall be kept (posted) on site until the completion of a project.

PERMIT EXTENSION AND RENEWAL FEES. The [fee for renewal reissuance and extension](#) of a permit shall be set forth by the administrative authority.

PERMIT FEES. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the [fee schedule](#) established by the applicable governing authority.

PLAN CHECK FEES. In addition to a building permit fee, a **non-refundable plan checking fee**, equal to one-half of the building permit fee shall be paid, even in the event a permit is not approved, or withdrawn.

VALID/OPEN/ACTIVE PERMIT. A permit becomes valid when the fees prescribed by law are certified paid and the permit card is posted on site. Permits are considered open when work is in *active progress*, is actively pursued and has received an approved inspection within 180 days after permit issuance or the last approved inspection on file.

WITHDRAWN. Applications for permits may be canceled, either following submission, approval, or after a permit is issued. The application and/or permit will remain recorded in a property's permanent history. All outstanding fees owed to EH&S related to the application or permit shall be paid before the application for permit will be canceled.

Request Type

EXTEND ABANDONED APPLICATION. Written requests to extend abandoned permit applications shall state/demonstrate justifiable cause. If an extension is granted, all outstanding related application and/or plan review fees owed to EH&S shall be paid before the Building Official authorizes a 90-day extension.

EXTEND ACTIVE PERMIT. [Application](#) to extend an open/active permit *submitted within 15 days of the expiration date* and shall state the reason for the delay, such as the unavailability or delay in delivery of construction supplies or materials due to fire, weather conditions, civil commotions or strike. Increased costs of building materials or supplies or financial hardships shall not be considered as cause for continuation. If an extension is granted, applicable fees will be assessed in accordance with EH&S current fee schedule in effect. Failure to pay all outstanding fees owed to the EH&S related to the active permit may revoke the granted extension.

REINSTATE AN EXPIRED PERMIT. [Application](#) to reinstate an expired permit shall be *submitted within 180 days of the date the initial permit became null and void*. If application to reinstate the permit is not received within the 180 days, the Building Official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit. If a reinstatement is granted, applicable fees will be assessed in accordance with EH&S current fee schedule in effect. Failure to pay all outstanding fees owed to the EH&S related to the active permit may revoke the granted reinstatement.