



**Columbia County Building Department**  
135 NE Hernando Ave, Suite B-21  
Lake City, FL 32055  
Phone: 386.758.1008

Please email request to [bldginfo@columbiacountyfla.com](mailto:bldginfo@columbiacountyfla.com)

## Permit Renewal/Extension Request for Expired Permit

Date: \_\_\_\_\_

To Whom It May Concern:

I am requesting renewal of the building permit listed below, which has expired under the provisions of the Florida Building Code. I am aware that this request is subject to review and approval by the Building Department, and that additional documentation, fees, or inspections may be required.

### **Reason for delay/Justification for Renewal Request**

### **Permit Time Limit (FS. 553.79)**

Pursuant to Florida Statutes 553.79 and the Florida Building Code, a permit shall expire if:

- Work has not commenced within 180 days of issuance,
- Work has been suspended or abandoned for 180 days after commencement, or
- No passed inspection has occurred within 180 days.

\*An expired permit may be eligible for renewal provided no substantial changes have occurred and the project remains compliant with current codes.

### **Renewal Fee Calculation**

Fees are based on the percentage of inspections completed before the permit expired:

- **No Inspections Complete:** 100% of original permit fee
- **1/4 Inspections Complete:** 75% of original permit fee
- **1/2 Inspections Complete:** 50% of original permit fee
- **3/4 Inspections Complete:** 25% of original permit fee
- **Minimum Fee:** \$100.00

### **Acknowledgement & Certification**

By signing below, I affirm that the information provided is true and correct. I understand that this request is subject to review and approval by Building Department staff, and that additional documentation or inspections may be required.

I affirm that:

- I am the original permit applicant, licensed contractor, or property owner, and am authorized to make this request.
- No substantial changes have been made to the project since the original permit was issued.
- I agree to comply with all applicable provisions of the Florida Building Code and Florida Statutes.

### **Permit Information**

Permit #: \_\_\_\_\_

(Please select one)

Owner-Builder  
 Licensed Contractor  
 Authorized Agent

Printed Name of Requestor: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

**\*Note:** Only the original permit applicant, licensed contractor, or property owner listed on the original permit may request a renewal. Proof of authorization may be required.

### **Notarization (Required)**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of ( ) physical presence or ( ) online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is ( ) personally known to me or ( ) has provided the following identification: \_\_\_\_\_

Notary Public Printed Name: \_\_\_\_\_

Notary Seal: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

### **FOR OFFICE USE ONLY:**

Approved     Denied

Reviewed by: \_\_\_\_\_

Permit Reinstatement Fee: \_\_\_\_\_

Date: \_\_\_\_\_

Notes/Conditions: \_\_\_\_\_