



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

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 (F.S. 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
- **¼ Inspections Complete:** 75% of original permit fee
- **½ Inspections Complete:** 50% of original permit fee
- **¾ 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: _____