

Bulletin #16: Expired Permit Notice and Extension Request

Date: May 1, 2017

Effective Date: Immediately

Amended: October 6, 2025

To: All Staff

From: Fred Clum, Chief Building Official

Subject: Expired permit Notice and Extension Request

Pursuant to the provisions of the Florida Building Code, Section 105, Article 105.3.2 through 105.4.1.4, permits may expire, or become null and void, if the work authorized by the permit is not commenced within six months after issuance, or if the work authorized by the permit is suspended or abandoned for a period of six months after the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection at least every 180 days.

This means that an applicant must receive at least one approved inspection every 180 days after the permit issuance, or the permit will expire. If the project requires additional and/or sequential inspections, the next inspection must be approved within 6 months of the previously approved inspection, or the permit will expire. After a permit has been in an **expired status for 30 days**, if no action is taken to reactivate the permit, it will be set to **void** for lack of process. Pursuant to Florida Building Code Section **105.4.1.2**, a structure may be subject to removal if a permit remains expired.

- ACTIVE PERMITS may be extended for up to 90 days by requesting an extension **prior to the expiration date**. The request must include written justification (form available at Collier.gov and must be submitted to the GMCD Public Portal under "Conditions"). The filing fee for each permit extension shall be equal to 10% of the original building permit fee or \$150.00, whichever is greater, but shall not exceed \$750.00.



- EXPIRED PERMITS that have expired for 180 days or more may be reactivated for up to 90 days with written justification (form available at Collier.gov and must be submitted to the GMCD Public Portal under “Conditions”). The filing fee for each permit extension shall be equal to 10% of the original building permit fee or \$150.00, whichever is greater, but shall not exceed \$750.00.
- VOIDED PERMITS that have expired for over 180 days may not be reactivated except under extenuating circumstances and as approved by the Building Official. Otherwise, a new permit application, all fees, a cancellation form, and compliance with all current codes and regulations will be required.
- VOIDED PERMITS that have expired and are tied to an existing active Primary permit may be extended for up to 90 days by requesting an extension referencing the primary permit.

Attention Contractors: Permits that remain expired may be turned over to the Contractor Licensing Board for further action.

Attention Owner/Builder: Permits that remain expired may be turned over to Codes Enforcement for further action.