



## ***Fact Sheet***

### ***Leon County Code Enforcement Board - Request for Extension of Time***

#### ***Who may make a Request for Extension of Time?***

A Request for Extension of Time must be made by the property owner of record, or a personal representative with a Power of Attorney.

#### ***How do I make a Request for Extension of Time?***

A written request must be submitted to the Code Enforcement Board Administrator prior to the ordered deadline date.

#### ***Where do I send my Request?***

Leon County Development Support and Environmental Management  
Code Enforcement Board  
435 N. Macomb Street, 2<sup>nd</sup> Floor  
Tallahassee, Florida 32301  
(850) 606-1300  
[CodeCompliance@LeonCountyFL.gov](mailto:CodeCompliance@LeonCountyFL.gov)

#### ***What information is needed?***

You must state specific reasons outlining why you are unable to comply with Board's Order, and attach documentation supporting your claim. If you do not state specific reasons, and do not provide documentation, your petition may be denied.

#### ***When does the Code Enforcement Board hear a Request for Extension of Time?***

The Code Enforcement Board meets the third (3<sup>rd</sup>) Thursday of the month at 1:00 pm at the Renaissance Building, 2<sup>nd</sup> Floor Conference Room.

#### ***Do I have to be present in order for my request to be heard by the Code Enforcement Board?***

Yes. The property owner, or personal representative, must be present for the Request to be heard by the Board.

#### ***How long will my time be extended?***

The Board makes the final determination based upon the information provided.