



**Leon County Building Plans Review and Inspection**  
Department of Development Support & Environmental Management  
435 North Macomb Street, 2<sup>nd</sup> Floor  
Tallahassee, Florida 32301  
(850)606-1300

## Permit and Permit Application Extension Request

### Policies and Procedures:

- This form is to be used to extend or reactivate an expired permit or permit application.
- Only the owner or the contractor/contractor's authorized agent may complete this request.
- Approved permit extensions/reactivations will add 180 days to the permit.
- Approved permit application extensions/reactivations will add 90 days to the permit application.
- A \$90 fee will be assessed for each request.
- Email completed form to [dsem\\_records@leoncountyfl.gov](mailto:dsem_records@leoncountyfl.gov)

Permit/Application No:	Date of Request:	
Job Address:		
Project Description:		
Owner Information:		
Name:	Phone#:	Email:
Contractor Information:		
Name:	Phone#:	Email:
Request Completed By:		
<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor's Authorized Agent		
Type of Request:		
<input type="checkbox"/> Permit Extension <input type="checkbox"/> Permit Reactivation <input type="checkbox"/> Permit Application Extension <input type="checkbox"/> Permit Application Reactivation		
Explanation of Request:		
In the box below, provide a detailed explanation justifying why the permit or permit application has expired or will soon expire.		
Name of Requestor:		
Signature of Requestor:		
<i>For County Use Only</i>		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____
	<i>Building Official or Authorized County Building Division Staff</i>	<i>Date</i>
Comments:		