



Leon County Building Plans Review and Inspection
Department of Development Support & Environmental Management
435 North Macomb Street, 2nd 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_intake@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:			
☐ Owner ☐ Contractor ☐ Contractor's Authorized Agent			
Type of Request:			
☐ Permit Extension ☐ Permit Reactivation ☐ Permit Application Extension ☐ 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:			
<u>For County Use Only</u>			
☐ Approved ☐ Denied			
Comments:			

Building Official or Authorized County Building Division Staff

Date