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:		Expiration Date:
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:		

For County Use Only

☐Approved ☐Denied

_____ _____
Building Official or Authorized County Building Division Staff *Date*

Comments: