

**Leon County Building Department**  
**EXTENSION OR RE-ISSUANCE REQUEST FORM**

**BUILDING PERMIT** \_\_\_      **APPLICATION** \_\_\_  
(Please check appropriate box)

Section 105.3.2 of the *Florida Building Code* states the Chief Building Official may extend the time for action on a **building permit** for a period not exceeding 180 calendar days or on an **application** for 90 calendar days if requested before the permit or application has expired. The applicant must show that circumstances beyond the control of the applicant prevented action from being taken. No application or permit shall be extended more than once. In order to renew action on a building permit after expiration, the applicant may be required to submit new plans and pay new fees. *Permits expire 180 calendar days after issuance if there have been no approved required inspections during this time period OR 180 calendar days after the last approved required inspection. Applications expire 180 calendar days after applying for the permit.*

**There will be a \$90 fee assessed with each form processed.**

Fill out information below and submit to the Building Division at 435 N. Macomb St, Renaissance Center, Tallahassee, FL 32301 or [dsem\\_records@leoncountyfl.gov](mailto:dsem_records@leoncountyfl.gov) before the expiration date.

Applicant Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Street Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Has Permit / Application Expired? **Yes** \_ **No** \_

Provide explanation showing how circumstances **beyond the control of the applicant** prevented action from being taken to obtain approval **before expiration**:

**For County Use Only**

Approved: \_      Denied: \_      \_\_\_\_\_

Chief Building Official

Date

Comments: