



Manatee County Development Services
Inspections Division
1112 Manatee Ave W Bradenton, FL 34205
Main: (941) 748-4501 ext: 3890
inspections@mymanatee.org

Permit Extension Request

(Set Forth by Florida Building Code – 2023 8th Edition)

105.4.1 Permit Intent

A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced.

Impact fees **WILL** be re-assessed on all permits at the time of the extension **UNLESS** they have been prepaid prior to the application extension request.

What should I expect when requesting an extension?

- Issued permits beginning with BLD will be reviewed for the following:
 1. Inspection History
 2. Substantial Completion Review (as noted in FS 553.79(15))
 3. Related Permits
 4. Revisions
 5. Related Code Enforcement Cases and/or other violations.
 6. Review of Current Executive Orders Issued by the Governor
- Issued permits beginning with CMP will be reviewed for the following:
 1. Inspection History
 2. Substantial Completion Review (as noted in FS 553.79(15))
 3. Related Permits
 4. Revisions
 5. Related Code Enforcement Cases and/or other violations.

Who can submit an extension request?

- Contractor of Record
- Owner-Builder acting as Contractor of Record

Can I extend my permit if the status shows VOID or CANCELLED?

- No, you will need to submit a new permit application.

Can I extend my permit if it is part of a Construction Trades Board Case?

- No, expired permits that are part of a Construction Trades Board Case cannot be extended. You will have to comply and close the permit.

What is the fee for a Permit Extension?

- A \$50.00 fee will be assessed for each 90-day extension application. Applicants may only apply for one 90-day extension at a time. Extensions will be processed and forwarded to the Inspections Manager for review. Please allow 5-7 business days for processing. **If the permit has passed the expiration date a \$14 reinstatement fee will be applied.**
- Submitting a permit extension application does not guarantee approval.



BUILDING PERMIT EXTENSION FORM

1112 Manatee Ave W Bradenton, FL 34205

Main: (941) 748-4501 ext: 3890

inspections@mymanatee.org

Form Completed By: ☐ Owner-Builder ☐ Contractor

Date of Request

Permit Number

Related Permit # (If Applicable)

Property Information

Property Address: _____

Parcel/Tax Folio No.: _____

Qualifier Information

Company Name: _____

Qualifier Name: _____ Phone: _____

Email: _____

Number of Previous Requests

Has Work Commenced: ☐ Yes ☐ No

Reason for Extension W/Estimated Completion Date

Estimated Completion Date or Estimated Date of Next Inspection: _____

Reason for Extension: _____

☐ I acknowledge that any unpaid impact fees will be assessed at the current rate: (initials)

Qualifier State License No:

Signature: Qualifier/Owner-Builder: _____

Printed Name: Qualifier/Owner-Builder: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of

_____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current driver's license _____
☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Inspections Manager: ☐ Approved ☐ Denied

