



PERMIT EXTENSIONS

Effective 9/10/2004

General:

The building official has the authority of determining the expiration of permits and granting extensions of permits consistent with the intent of the Florida Building Code, adopted and amended in an ordinance approved by the City Council of the City of St Petersburg.

A permit authorizes the permit applicant an opportunity to request and obtain inspections which ensure the improvements are in compliance with the intent of the applicable code requirements. Improvement projects with permits that have not had an approved inspection within the time frame designated by the building official, are denied the opportunity to request and obtain further inspections. In order to request further inspections, the permit applicant must be granted an extension of their permit from the building official. Permit extensions allow the applicant to continue requesting inspections for their project. Every approved inspection automatically extends the permit another 90-days.

Intent:

The building official acknowledges the time frame required for inspections may not be conducive to all permit applicants and therefore recognizes the necessity of establishing a process for additional time to obtain an approved inspection.

Purpose:

The extension of a permit maintains continuity of inspection records and ensures improvements are continued in a timely manner. By extending a permit the applicant is relieved of the more burdensome task of obtaining a new permit.

Conditions:

In determining if a permit may be extended the building official has determined that certain conditions and qualifications must be met. Permit applicants must be made aware of any conditions imposed upon their projects and those conditions must be resolved prior to granting any extensions to a permit.

Prior to extending a permit, the building official may impose certain conditions on the permit applicant including and not limited to: registration of all sub-contractors; submission of a FEMA Elevation Certificate; filing a current Notice of Commencement; payment of outstanding fees; and access to all areas and building components that have not been inspected. The permit applicant will be made aware of these conditions prior to our acceptance of any request to extend a permit.

Any portion of a project that has been covered, concealed, or otherwise continued without obtaining an approved inspection will be required to be uncovered, unconcealed, and made available for inspection.

The permit applicant may be required to submit an inspection schedule outlining the remaining inspections, this requirement may be waived by the building official if the remaining inspections are limited to final inspections.

Qualifications:

In an effort to expedite any request for an extension, projects meeting the parameters established by the building official may be granted an extension without any further review.

Your request will not be considered if an extension had previously been granted and there have not been any inspections associated with that previous extension.

Your request must be received within 240-days (approx. 8-months) from the date of issuance, or within 180-days from the last approved inspection. Extended permits are valid for only 30-days in order to obtain an approved inspection. An approved inspection will automatically extend a permit another 90-days.

Applications that do not meet the qualifications indicated herein may be forwarded to the building official for further consideration. The building official may consider modifying these qualifications on a case by case basis.

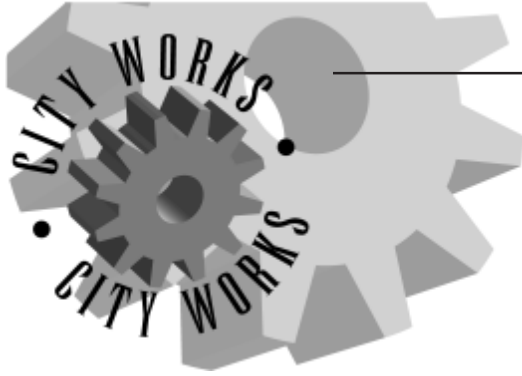
Fee for the Extension of a Permit:

A fee pursuant to Chapter 12 of the City's Municipal Code, shall be collected prior to any action or decision pertaining to an extension of a permit. The permit extension fee covers the administrative cost of processing the request for an extension and therefore is not refundable or transferable in the event of a denial of the request. The extension fee is additional to any other fee that may be required before or after the extension request is filed or approved.

Expiration of Permit:

In the event an extended permit does not receive an approved inspection, the building official may classify and re-file the permit as expired. The property owner will be notified of the actions by the building official proceeding the expiration. Contractors and property owners associated with an expired permit may be subject to the filing of a complaint for failing to obtain their required inspections which includes a final inspection.

The building official may consider granting variations of this policy/procedure yet, variation from this policy/procedure will not be interpreted as setting a precedence.



Construction Services & Permitting
Permit
Extension Request

Date _____

From: _____

Re: _____
(application#)

Address of property: _____

Contractor name & complete address including zip code:

Contractor telephone #: _____

To Construction Services and Permitting Division:

I am requesting an extension of 30 days for the above mentioned permit. The reason for the delay in obtaining an approved inspection within the past 90-days is:

I understand that inspection must be called in within the above requested time, and that inspection must be completed and approved in order to keep the permit "active" or to complete the permit.

Signature

Print Name

You will be notified by phone of the decision to your request

\$35.00 Residential
\$50.00 Commercial

(both residential and commercial
fees are **NON-REFUNDABLE**)

Post Office Box 2842
St. Petersburg, 33731
Web Site: www.stpete.org
(727)893-7231



FAXED APPLICATIONS WILL NOT BE PROCESSED