



CITY OF WINTER GARDEN
300 WEST PLANT STREET
WINTER GARDEN, FL 34787

P: 407.656.4111
WWW.WINTERGARDEN-FL.GOV

EXPIRED PERMIT NOTICE AND EXTENSION RENEWAL

PURSUANT TO THE PROVISIONS FOR THE FLORIDA BUILDING CODE, SECTION 105, ARTICLES 105.3.2, 105.4.1 THROUGH 105.4.1.4., PERMITS MAY EXPIRE, OR BECOME NULL AND VOID, IF THE WORK AUTHORIZED BY THE PERMIT IS NOT COMMENCED WITHIN SIX MONTHS AFTER ISSUANCE, OR IF THE WORK AUTHORIZED BY THE PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX MONTHS AFTER THE WORK IS COMMENCED. WORK SHALL BE CONSIDERED TO BE IN ACTIVE PROGRESS WHEN THE PERMIT HAS RECEIVED AN APPROVED INSPECTION AT LEAST EVERY 180 DAYS.

THIS MEANS THAT AN APPLICANT MUST RECEIVE AT LEAST ONE APPROVED INSPECTION EVERY 180 DAYS AFTER THE PERMIT ISSUANCE, OR THE PERMIT WILL EXPIRE. IF THE PROJECT REQUIRES ADDITIONAL AND/OR SEQUENTIAL INSPECTION, THE NEXT INSPECTION MUST BE APPROVED WITHIN 180 DAYS OF THE PREVIOUSLY APPROVED INSPECTION, OR THE PERMIT WILL EXPIRE. FLORIDA BUILDING CODE 105.4.1.2 PROVIDES THAT A STRUCTURE MAY HAVE TO BE REMOVED IF A PERMIT REMAINS EXPIRED. CITY ORDINANCE SEC 18.63 – 18.94.

- ACTIVE PERMITS MAY BE EXTENDED FOR UP TO 180 DAYS BY REQUESTING AN EXTENSION **PRIOR TO THE EXPIRATION DATE**. THE REQUEST MUST INCLUDE WRITTEN JUSTIFICATION AND BE SUBMITTED TO [BALLEN@CWGDN.COM](mailto:balLEN@CWGDN.COM). THE FEE TO EXTEND AN ACTIVE PERMIT IS \$30, PER PERMIT TYPE.
- PERMITS THAT HAVE BEEN EXPIRED 90 DAYS MAY BE REOPENED FOR UP TO 180 DAY WITH WRITTEN JUSTIFICATION AND MAY BE SUBMITTED TO [BALLEN@CWGDN.COM](mailto:balLEN@CWGDN.COM). THE FEE TO EXTEND THIS PERMIT IS \$30, PER EACH PERMIT TYPE; **ONE TIME ONLY**.
- PERMITS THAT HAVE BEEN EXPIRED FOR OVER 180 DAYS MAY NOT RE-OPENED EXCEPT UNDER EXTENUATING CIRCUMSTANCES, AND AS APPROVED BY THE BUILDING OFFICIAL. A NEW PERMIT APPLICATION, ALL FEES, AND COMPLIANCE WITH ALL CURRENT CODES AND REGULATIONS WILL BE REQUIRED; **ONE TIME ONLY**.

ATTENTION CONTRACTORS:

PERMITS REMAINING EXPIRED FOR 180 DAYS OR MORE MAY BE TURNED OVER TO THE CONTRACTOR LICENSING BOARD DEPARTMENT.

ATTENTION OWNER/BUILDER:

PERMIT REMAINING EXPIRED FOR 180 DAYS OR MORE MAY BE TURNED OVER TO CODE ENFORCEMENT.



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PERMIT EXTENSION REQUEST

PLEASE COMPLETE THE FOLLOWING AND SUBMIT TO balLEN@CWGDN.COM. DO NOT SUBMIT MULTIPLE TIMES FOR THE SAME PERMIT NUMBER. MULTIPLE SUBMITTALS FOR THE SAME PERMIT NUMBER MAY DELAY THE PROCESSING OF YOUR REQUEST AND RESULT IN ADDITIONAL ADMINISTRATIVE FEES. DO NOT EMAIL REQUEST DIRECTLY TO PERMIT TECHNICIANS; ONLY EMAILS SENT TO balLEN@CWGDN.COM WILL BE PROCESSED.

PERMIT INFORMATION:

EXPIRED PERMIT NUMBER _____ DATE PERMIT INITIALLY ISSUED _____
IS THE PERMIT THE RESULT OF A CODE ENFORCEMENT CASE? YES NO
IS THERE AN OPEN DEMOLITION CASE ON THIS PROPERTY? YES NO

PROPERTY INFORMATION:

TYPE: RESIDENTIAL COMMERCIAL
JOB SITE ADDRESS: _____
PERMIT DESCRIPTION (FOR EXAMPLE, A/C CHANGE OUT OR REMODEL OF 2,500 SQ. FT. OFFICE BUILDING):

WORK DONE SO FAR AND LAST INSPECTION PASSED (MUST COMPLETE):

JUSTIFICATION FOR RE-OPENING PERMIT (MUST COMPLETE):

APPLICANT INFORMATION:

CONTRACTOR/AUTHORIZED AGENT OR OWNER: _____
CONTRACTOR ID # (IF APPLICABLE): _____
NAME/EMAIL OF PERSON TO CONTACT WHEN APPROVED: _____
ARE YOU THE ORIGINAL APPLICANT ON THIS PERMIT? YES NO

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____ NEW EXTENSION DATE: _____
PROCESSED BY: _____
LAST INSPECTION (TYPE) PASSED: _____ DATE PASSED: _____
 NOT APPROVED APPROVED; IF APPROVED, LENGTH OF EXTENSION: _____
APPROVER'S SIGNATURE: _____ DATE: _____
DATE PERMIT EXPIRED: _____ TOTAL FEE DUE: _____

BUILDING DEPARTMENT
COMMUNITY DEVELOPMENT
CITY OF WINTER GARDEN

REVISED JANUARY 2020