



CITY OF WINTER GARDEN
300 WEST PLANT STREET
WINTER GARDEN, FL 34787
P: 407.656.4111
WWW.CWGDN.COM

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 BE EXPIRED, 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 INACTIVE PROGRESS IF THE PERMIT HAS NOT 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 INSPECTIONS, 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. IF YOU HAVE ESCROW, IT CAN BE SUBMITTED VIA THE EGNYTE LINK: <https://wintergarden.egnyte.com/ul/DLzU3ow25s>. IF YOU DO NOT HAVE ESCROW, YOU CAN MAIL IN THE COMPLETED FORM WITH PAYMENT TO: CITY OF WINTER GARDEN, ATTN: BUILDING DEPT., 300 W PLANT ST., WINTER GARDEN, FL 34787. THE FEE TO EXTEND AN EXPIRED PERMIT IS \$30, PER PERMIT TYPE.
- **PERMITS** THAT HAVE BEEN EXPIRED 90 DAYS MAY BE REOPENED FOR UP TO 180 DAYS WITH WRITTEN JUSTIFICATION. 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 BE 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: PERMITS REMAINING EXPIRED FOR 180 DAYS OR MORE MAY BE TURNED OVER TO CODE ENFORCEMENT.



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PERMIT EXTENSION APPLICATION

PLEASE COMPLETE THE FOLLOWING TO SUBMIT VIA THE EGNYTE LINK: [HTTPS://WINTERGARDEN.EGNYTE.COM/UL/DLzU3ow25s](https://wintergarden.egnyte.com/ul/DLzU3ow25s)
 DO NOT SUBMIT MULTIPLE TIMES FOR THE SAME NUMBER. MULTIPLE SUBMITTALS FOR THE SAME PERMIT NUMBER MAY DELAY PROCESSING OF YOUR REQUEST AND RESULT IN ADDITIONAL ADMINISTRATIVE FEES. DO NOT EMAIL EXTENSION REQUESTS.

PERMIT INFORMATION:

EXPIRED PERMIT NUMBER: _____ DATE PERMIT WAS ISSUED: _____
 IS THE PERMIT 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: LENGTH OF EXTENSION: _____
 APPROVER'S SIGNATURE: _____
 DATE PERMIT EXPIRED: _____ TOTAL FEE DUE: _____