



Town of Jupiter

Building Department

10/12/18

SOP: Standard Operating Procedure

Subject: Expired Applications, Expired Permits

Reference: Florida Building Code Section 105

Time limitation of Application:

An application for a permit, for any proposed work, shall be deemed to have been abandoned becoming null and void:

- 180 days after the date of filing or
- for any 180 day period of abandonment or suspension during the application process (unless such application has been pursued in good faith or a permit has been issued)

Exception:

- One or more extensions of time for additional periods, not exceeding 90 days each, may be granted.
- The extension shall be requested in writing prior to the abandonment date, with justifiable cause demonstrated.
- Abandoned applications shall be subject to destruction in accordance with state law.

Process:

- After receipt of a written application extension request, the case manager shall consult with the plans examiner assigned to the project to determine if an extension can be granted.
- The application extension request shall be on the contractor's letterhead and signed by the qualifier.
- **The fee for renewal:** No fee

Time limitation of a Permit:

Every permit issued shall become invalid unless:

- Work on the site authorized by such permit is commenced within 180 days after its issuance.
- Work authorized on the site by such permits is suspended or abandoned for a period of 180 days after the time the work is commenced.

Work shall be considered to be in "active progress" when the permit has received an approved inspection within six months. This provision shall not be applicable for the following:

- Case of civil commotion or strike.
- If work is halted due directly to judicial injunction, order or similar process.
- If work is halted due to action by an environmental or archeological agency having jurisdiction.

Exception:

- Prior to expiration, one or more extensions of time, for periods not more than 90 days, may be granted.
- Once expired, one or more renewals may be granted for permits within the 180 days from expiration date:
 - The extensions of time may not exceed 180 days each.
 - The extension shall be requested in writing and justifiable cause demonstrated.

Process for Permit Extension before permit expires.

- After receipt of a written extension request, the case manager shall extend the permit for periods not more than 90 days each for the first two extensions.
- Case manager shall consult with the Chief Building Inspector to determine if an extension can be granted after the first two extensions are granted.
- The application extension request shall be on the contractor's letterhead and signed by the qualifier.
- **The fee for renewal: No Fee**

Process for Permit Renewal Less than 180 days expired:

- Once case manager receives a written extension request on the contractor's letterhead and signed by the qualifier
- The case manager shall extend the permit for periods not more than 180 days each for the first two extensions.
- Case manager shall consult with the Chief Building Inspector to determine if an extension can be granted after the first two extensions are granted.
- **The fee for renewal:** 30% of permit fee or minimum of \$75.00

Process for Permit Extension More than 180 days expired:

- A new permit may be issued on application providing:
 - The work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void
 - Structure meets any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.
 - Plans must be reviewed again to insure the project complies with the codes in effect at the time the initial permit issuance and any new codes that may have become effective between the date of expiration and the date of issuance of the new permit.

Exception:

- The Building Official, or designee, may not require the permit to re-visit plan review if the permit was reviewed under current building codes.
- **The fee for renewal:** 30% of permit fee or minimum of \$75.00