

RENEWAL OF EXPIRED PERMITS REQUIREMENTS

EPCOT Building Code – 305.3 Time Limitation.

- (a) Permits shall expire if the work authorized by such permit is not commenced within six months from the date of the permit, or if, after commencing, the work is suspended or abandoned for a period of six months at any time during construction operations. The Building Official may extend such permit for a period of 90 days from the date of expiration if the work has not commenced, or for a period of 90 days from the date of the last recorded inspection, if written application for such extension is received and approved by the Building Official prior to the date of expiration of the initial permit, and provided that the proposed work complies with all requirements of the code in effect at the time of such renewal.

The following items are required to renew an expired permit:

1. A new permit application; signed and notarized as required (owners signature is not required.)
2. A new Notice of Commencement (NOC). (If original NOC is available and valid, it may be reused.)
3. Assessment and collection of an additional permit fee equal to or greater than the original fee. Plan check fees may be required, per Item #6.
4. In the event of a change of contractor or qualifier, the permit renewal fee equal to the original fee or the change of contractor fee (whichever is greater) shall apply.
5. The approved job copy plans can be reused if there are no changes to the project.
6. If plans are not available or have been modified in any way, new plans must be submitted. A plan review will be conducted by the appropriate staff and/or departments, and additional plan review fees may be assessed.
7. Authorized agent or power of attorney of the contractor/licensed professional must email the completed renewal application submittal to Permitting@oversightdistrict.org for processing.
8. After plans are reviewed and approved, and all fees paid, the permit will be re-issued with the same permit number.

Note: Only three renewals will be granted for any one permit. If work is not completed and inspected in the allotted time, the permit will become void and the contractor will be locked out of the permitting system. A meeting with the Building Official will be required before the lock is removed and any work can commence by the contractor.