

RENEWAL OF EXPIRED PERMITS REQUIREMENTS

EPCOT Building Code – 105.5(5) Additional options for closing a permit.

5. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit holder and property owner shall be responsible to either complete all work in accordance with the permitted plans and inspection or remove any partially completed work in a safe and code compliant manner. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated as determined by the building official.

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.