



EXPIRED PERMIT PROCEDURES

Rev: 2 | Revision Date: 2/21/2024 | Print Date: 2/21/2024
I.D. Number: EXPP

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What is an expired permit?

Per the Florida Building Code, Broward County Amendment, 105.3.2, permits shall expire and become null and void if work has not commenced within 180 days from the date of permit issuance or if such work when commenced is suspended or abandoned for a period of 90 days.

1. If the work described in the permit or permit application was not started, or if the work described in the permit or permit application was completed with a different permit; Submit a completed "Voiding a Permit" form (under "permit forms and applications").
 - A job check inspection may then be scheduled.
2. If work was started and all inspections have not been passed:
 - The contractor needs to renew the permit and pass all required inspections.
 - If the contractor is no longer active or will not renew the permit, the property owner or new contractor must complete a permit application and a change of contractor/hold harmless form.
 - The approved set of plans and permit card must be on the job site prior to scheduling inspections.
 - The property owner may obtain a new permit for the work and request the old permit be voided.
 - All work must comply with the building code in effect at the time of permit issuance.
 - Pool permits must also comply with the pool safety barrier act.
 - A new Notice of Commencement and/or EDP approval may be required for the plans.
 - If work has been removed, send a letter requesting permit be voided.
3. For a change of contractor:
 - Complete permit application and in the "Description of Work" section on the application, write in "change of contractor".
 - Complete a change of contractor/hold-harmless letter. If the prime contractor is the permit holder, the owner shall file the hold-harmless letter. If a sub-contractor or specialty contractor is the permit holder, the owner and the prime contractor shall both file hold harmless-letters.
 - To change from contractor to owner/builder, the owner must complete the owner/builder affidavit at the Building Department.



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4. If you do not have the approved plans and permit card:
 - Contact Property Records, 700 NW 19 Ave, at 954-828-5257/954-828-6361.
 - Plans that do not require signed/sealed architectural drawings may be copied, if Property Records has them on file.

5. Permit Fees: See City Ordinance Chapter 9, Article II, Division 2, Sec. 9-48 (under Code of Ordinances) for permit fees.
 - Plan Review Fees \$105 minimum fee for first hour
\$26.50 for each additional or fraction of quarter-hour
 - Permit Renewal When an active permit is renewed prior to expiration with no change in plans, the permit fee shall be fifty (50) percent of the original fee. After the permit has expired, full permit fees will be incurred.
 - Change of Contractor \$105
 - True Copy single-side copies – per page \$ 0.15
true copies per page \$ 1.00

6. Contractor Complaints:
 - To file a complaint against a Broward County licensed contractor, contact the Central Examining Board of the Broward County Board of Rules and Appeals at 954-765-4400.
 - To file a complaint against a State of Florida certified contractor, contact the Department of Business and Professional Regulation at 954-917-1330.