



HOW TO RENEW AN EXPIRED PERMIT

How Do Permits Expire?

If there have been no approved inspections within 180 days from permit issuance.

Why do Permits Expire?

Permits cannot be held indefinitely for unfinished projects because the Florida State Building and Boca Raton Municipal code change over time. Refer to Sec. [19-82 through 19-87](#) of the MuniCode for guidance

What's the Fee to Renew?

To renew, extend, or re-apply for a permit will require a fee. Please refer to our [User Fee Schedule](#) for details.

Original Contractor Not Available?

If you are unable to make arrangements with the original contractor you are required to submit a [Change of Contractor Form](#). The new Contractor or [Owner Builder](#) if this is a residential project can continue the development.

Notice of Commencement

If the contractor is changed a new [NOC](#) will need to be filed with the Palm Beach County Courthouse.

Code Enforcement

Expired permits are subject to Code Enforcement action, which could include fines, penalties and legal action.



Have questions? We are here to help, Contact us at BuildingPermits@MyBoca.US



All Renewal, Extensions, and Reapplications must be submitted to the Building Administration Office.

City staff will evaluate your project status and determine your course of action. Based on inspection progress, one of [three](#) options typically apply:



ONE-TIME PERMIT RENEWAL

If the permit has expired you may apply for a One-Time Permit Renewal if it is within 90 days from permit expiration. One-time Permit Renewals are issued over the counter at the Building Administration Office. Upon approval, your permit will be renewed another 180 days.



REAPPLICATION

Permits that are beyond 90 days of expiration will be required to re-apply. This will be routed back to the Building Official to verify your plans still conform to the current [Code in Effect](#). Upon approval, your permit will be renewed another 180 days.

Requirements After Reapplication is Issued

- If the project included Structural, Electrical, Mechanical, Plumbing, and the inspector is unable to perform a visual inspection the inspector will provide information on what is needed to get the project to an approvable status.
- If inspection can be performed without removing any structural elements the inspector will advise the contractor/homeowner the requirements to move forward with their inspections.
- If there are existing inspections open and the above two are approved, the inspector will perform a final inspection and advise the Building Official to close the permit.



EXTEND A BUILDING PERMIT

If you foresee the permit expiring before the next approved inspection takes place, then you should request an extension of time. Extensions must be applied for [PRIOR](#) to permit expiration. Upon approval, your permit will be extended another 180 days.

If a second extension is needed, this will require Building Official Approval. Approval of a second permit extension is at the sole discretion of the Building Official, and the decision may not be appealed. The Building Official may approve a second extension for up to 180 days

REQUIRED DOCUMENTS	Request for Permit Extension/Renewal/ Re-application Form	Detailed letter Describing Request
ONE-TIME PERMIT RENEWAL	✓	
REAPPLICATION	✓	
EXTENSION	✓	✓