

**Permit Renewal Form**

(Revised January 13, 2022)

<b>Date</b>	<b>Permit Number</b>
<b>Address</b>	
<b>Permit Holder (Owner or Contractor)</b>	
<b>Phone</b>	<b>E-mail</b>
<b>Contractor's License Number</b>	

As per the City Code of Ordinances 14-2-112 and the Florida Building Code Sections 105.4 and 105.5: "every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance." Exception: Demolition permits shall become invalid 90 days after issuance. "Work", as used herein, shall be defined as progress evidenced by at least one satisfactory inspection during any six-month period."

*Please be advised that fees for renewals requested within 30 days of expiration will be charged 75% of fees. Fees for renewals after 30 days from expiration will be charged at 100%. Beginning with the second permit renewal and subsequent renewals, a \$500.00 penalty will be assessed in addition to permit fees due for renewal per Sec. 7-10-3. City of Pensacola Code of Ordinances.*

\_\_\_\_\_  
 Owner or Contractor's Signature

\_\_\_\_\_  
 Owner or Contractor's Name (Print or Type)

**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known\_\_\_\_ or has produced identification.

Type of ID Produced \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY'S SIGNATURE as to Owner or Agent's Signature

(Notary's Stamp)

**OFFICE USE ONLY**

Renewal Fee: \$\_\_\_\_\_

Approval:

\_\_\_\_\_  
*Building Official Signature*

Date Permit Expired: \_\_\_\_\_

Denial:

\_\_\_\_\_  
*Building Official Signature*

\_\_\_\_\_  
*Permit Technician Signature*

Please remit in person, to permit through the portal, or via e-mail to [inspections@cityofpensacola.com](mailto:inspections@cityofpensacola.com)