



TOWN OF PEMBROKE PARK

3150 SW 52 AVE

PEMBROKE PARK, FL 33023

954-966-4600 Ext 211/227 • 954-966-5310 (FAX)

EXPIRED PERMIT PROCEDURES

As per the Florida Building Code, Broward County Amendment, 105.3.2 Time Limitation. 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**. An inspection may 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 - If the contractor is no longer active or will not renew the permit, the property owner or new contractor must complete a permit application and a **Change of Contractor/Hold-Harmless Form**.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 to be voided.
 - All work must comply with the **Pool Safety Barrier Act**.
 - A new **Notice of Commencement** and/or **Outside Agencies Approval** maybe required for the plans.
 - If work has been removed, send a letter requesting the permit to 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 Letters**. 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 Form** at the Building Department.