



**INDIAN RIVER COUNTY/CITY OF VERO BEACH  
BUILDING DIVISION**

1801 27<sup>th</sup> Street, Vero Beach, FL 32960 772 226-1260

Revised July 2019

RE: Building Division Policy Statement regarding Permit **RENEWALS, REISSUANCE, EXTENSIONS and REFUNDS.**

(This policy is subject to changes as deemed necessary by the Building Official)

**APPLICABLE CODES: (see last page)**

**Florida Building Code 2017 6<sup>th</sup> Edition, IRC Administrative Chapter 1 Section 105**

**Any permit** that expired due to Building Division fault– may be reinstated and will NOT be subject to ANY Fees<sup>3</sup>

**PERMIT APPLICATION and Permit: EXTENSIONS<sup>3</sup>**

Extensions are for **ACTIVE** permits and applications only!

If a permit application or permit has **NOT expired** the following applies:

- **EXTENSION requests** must be made in writing, to the Building Official, by the **permit applicant / holder**. Extensions not exceeding 90-days each may be granted in accordance with F.B.C. 105.3.2 (Application) and 105.5 (Permit).

**PERMIT APPLICATION and Permit: REISSUANCE<sup>3</sup>**

**PERMIT APPLICATION: Expires after 180 Days-** Abandoned unless pursued in good faith  
**An expired permit application is NULL and VOID and shall be re-issued as new.**

**ISSUED PERMITS: Expire 180 Days** without an approved inspection FBC 105.4.1 and 105.4.1.3  
**EXPIRED PERMITS: Are NULL and VOID and shall be RE-ISSUED as follows:**

- If change of contractor is needed (including Owner Builder)
    - **NEW or RENEWAL permit is required** as outlined below.
  - If the original contractor (including Owner Builder) is re-applying:
    - **Permit RENEWAL is allowed** as outlined below.
- 1. RE-ROOFING PERMITS: Renewal Permit Not New Permit (Keep old Permit Number)**
- a. Re-Roofing permit issued **PRIOR to 10/01/07**
    - If **some or no inspections** 1/3 of Current Fee (\$75.00), Original Code, certification for the reroofing work by a licensed roofing contractor, engineer, or 468 (Bldg Insp) licensee.
    - Building Department conduct a Final inspection only or Final Certification by Licensed Engineer or Architect
  - b. Re-roofing permit issued **ON or AFTER 10/1/07** (IRC nail/deck certification required)
    - If **no inspections were ever done:** New Current Fee (\$225.00).
    - If **only a Final** inspection is pending: 2/3 of Current Fee (\$148.50)

- Original Code. Full inspections by Building Division or full certification for the reroofing work by a licensed roofing contractor, engineer, architect or 468 (Bldg Insp) licensee.
- Final Inspection by Building Division or Final Certification by Licensed Engineer or Architect.

### **180 DAYS OR MORE (6 Months) (105.4.1.2)**

#### **2. Permits in expired status for 180-days or MORE are considered NULL and VOID and a NEW or Renewed PERMIT may be issued as follows:**

- a. New Current Fee, NEW Code if the Code has changed:
  - i. Updated plans, Updated Energy Code (if code has changed since the permit expiration date)
  - ii. 2/3 the Current Fee if the Code has not changed and original plans are on file with this office and NO PLAN REVIEW IS REQUIRED.
  - iii. In accordance with F.B.C. 105.4.1.2.
  - iv. **BC:** New or Renewed Permit, New Current Fees and New Code – ALL CONDITIONS. May need Planning Approval.
  - v. **BRCOM & BRADD<sup>4</sup>:** Permits issued prior to 03/01/02 minimum requirements: New or Renewed Permit, Original Code, New Current Fees, hurricane shutters, current NEC, smoke detectors, carbon monoxide detectors. Permits issued on or after 3/01/02 minimum requirements: New or Renewed Permit, Current Code, New Current Fees.
  - vi. **BRCOM & BRADD:** Only Final inspection needed minimum requirements: New or Renewed Permit, 1/3 Current Fee (max \$200.00), Original Code, shutters, Current NEC and smoke detectors, carbon monoxide detectors.
- b. **Aluminum, Dock, Generator, Seawall:** Residential or Commercial:
  - i. If prior to F.B.C. (3/01/02) and no plans are available – New or Renewed Permit, Original Code, Current Fees (\$200.00), Revised Plans with Raised Seal or design manual.
  - ii. If original, reviewed & stamped plans are available – 2/3 Current Fee (\$132.00) and Original Code applies.
  - iii. Inspections conducted, missing Final or Failed Final Inspection - Fee \$75.00
- c. **Pools:** Residential or Commercial:
  - i. New or Renewed Permit, Current Fees,
  - ii. If only a Final Inspection is required and the original, reviewed and stamped plans are available 2/3 New Current Fee (\$150.00) and Original Code applies except for the following
  - iii. **FBC referenced ANSI-7 requirements for existing pools (see handout) compliant suction outlet cover, current Pool Barrier and referenced NEC requirements.**
- d. **Trades:** Residential or Commercial: (permit types other than BC, BRCOM and BRADD, includes e.g. HVAC change outs, any trades) Current Fee (\$75.00), New or Renewed Permit, and Original Code applies.

### **LESS THAN 180 DAYS (6 MONTHS) (105.4.1)**

#### **3. Permits in expired status for LESS than 180-days can be renewed as follows:**

- a. **Residential & Commercial:** Expired Permits which do not have an approved framing inspection:
  - i. New or Renewed Permit, Full Current Permit Fees. Current Code<sup>1</sup>.

- b. **Residential & Commercial:** Expired Permits which have an approved framing but no approved insulation inspection:
  - i. New or Renewed Permit, 2/3 Current Fee (min \$200.00), Original Code<sup>2</sup>.
- c. **Residential & Commercial:** Expired Permits which have an approved framing and an approved insulation inspection: Typically, only Final Inspection required
  - i. New or Renewed Permit, 1/3 Current Fee (not greater than \$200.00), Original Code<sup>2</sup>.
- d. **Residential or Commercial Non-Combo Permits:** If ALL individual Permits on a job expire (if any permits are still active then other permits can be considered active) – Individual or New or Renewed Combo Permit can be issued based on rules 2 or 3 above.
- e. **Trades:** Residential or Commercial: (permit types other than BC, BRCOM and BRADD, includes e.g. HVAC change outs, any trades)
  - i. Current Permit Fee (\$75.00) applies to each individual permit. New or Renewed Permit, Original Code applies.
- f. **Aluminum, Dock, Generator, Pools, Seawall:** Residential or Commercial:
  - i. Renewed Permit and Original Code applies.
  - ii. Missing Inspections 2/3 New Current Fee and Original Code applies
  - iii. Inspections conducted, missing Final or Failed Final Inspection - Fee \$75.00.
- g. **Special Permits:** If only a final inspection is pending:
  - i. New or Renewed Permit, Original Permit Fees and Current Code<sup>1</sup>

## **LEGEND**

<sup>1</sup>The adopted Code and current policy at the time of PERMIT RE-ISSUANCE applies. New permit, new plans and documents required.

<sup>2</sup>The adopted Code at the time when the ORIGINAL permit was issued applies. Original documents may be used.

<sup>3</sup>Requirements are subject to change at the discretion of The Building Official.

<sup>4</sup>Permits prior to 03/01/02 will require: Original Building Code, hurricane shutters, current NEC, Smoke Detectors and Carbon Monoxide.

## **NOTICE:**

- Permits that are more than (6 months) 180 calendar days in expiration status are to be reviewed per item #2 above on a case-by-case basis by PEOD
- All expired permit situations are subject to Building Official or PEOD review & consideration on a case-by-case basis.
- New Permit – New Permit Number or original Permit Number with notes in system (ALL CHANGE OF CONTRACTOR INCLUDING Owner Builder require New Permit Number)
- Renewed, Reissued and Extended – Original Permit number with notes in system

## **PERMIT FEE REFUND POLICY**

**NOTICE: PERMIT FEES ARE NOT REFUNDABLE PER COUNTY ORDINANCE FEE SCHEDULE**

## APPLICABLE CODES:

FBC 6<sup>th</sup> Edition IRC Administrative Chapter 1 Section 105

### 105 Permit:

#### 105.3.2 Time limitation of application.

- 105.3.2 - An application for a permit for any proposed work shall be deemed to have been abandoned becoming null and void 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

#### 105.4 Conditions of the permit.

- 105.4.1 - .....Every permit issued shall become **invalid** unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months (180-days) after the time the work is commenced.
- 105.4.1.1 If work has commenced and the permit is **revoked**, becomes **null and void** or **expires** because of lack of progress or abandonment, **a new permit covering the proposed construction shall be obtained before proceeding with the work.**
- 105.4.1.2: If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.
- 105.4.1.3 Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process.
- 105.4.1.4 The fee for renewal, re-issuance, and extension of a permit shall be set forth by the administrative authority.

#### 105.5 Expiration.

- 105.5 (BOAF Admin. Section as adopted by IRC) - 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 is suspended or abandoned for a period of 180 days after the time the work is commenced the 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. Permits issued for the demolition of a structure shall expire sixty (60) days from the date of issuance.