



city of PALM COAST

Community Development Department
Building Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3780

Permit Expirations

1. Unable to gain access for inspections

A permit is active for six (6) months from the date of issuance and then six (6) months from each passing inspection. If a passing inspection is not achieved within 6 month, the permit will expire and become null and void; at that time a new permit must be applied for and issued.

If a code cycle changes after the expiration, plans may be required to be updated to the current code cycle. This will be determined by the Building Official on a case by case basis.

If the applicant fails to obtain a new permit and the required inspections, the case will be sent for action to the Flagler County Contractor Review Board, Palm Coast Code Enforcement Board and/or Florida Department of Business and Professional Regulations.

If you are not able to obtain the required inspections due to the property owners not granting access, the following steps must be taken (at a minimum).

1. Inspection has been requested.
2. Letters/notices requesting access for the inspection has been sent to the property owner via certified mail – return receipt requested. It is suggested to send to as many addresses you may have for the property owner.
3. Letter / notice posted on the property (picture advised)
4. Phone logs / emails

These steps must be taken throughout the 6 months of the active permit PRIOR to the expiration. With enough *evidence* due diligence has been taken, we will pursue the property owner through Code Enforcement action.

Continue for additional information how to obtain a new permit if yours has expired

2. Obtain a new permit

When a permit has expired, a new permit will be required.

The originally approved documents will be carried over to the new permit.

You may submit for the new permit online or in person. If you submit online, the logic of the system will require you to upload certain documents depending on the permit type; blank pages or the original documents may be uploaded into those fields.

Job Description – the job description MUST reference the original permit # that houses the approved documents and inspections. Example: Reroof ref # 20200100112

The referenced permit # will indicate this is a re-issue permit from an expired permit.

This will allow us to move the historical data and documents into the permit from the expired permit.

*If revisions are necessary, the new permit must be issued PRIOR to submitting revisions.

*A new Notice of Commencement will be required if the previous one has expired.