

## **City of Cedar Key Building Department**

### **Permit Extensions**

One extension of a building permit may be granted for a 90-day period at a fee of \$75. The extension will begin on the expiration date of the building permit. A second extension may be granted for a fee of \$75 for a period of 90 days. **Prior to the expiration date**, the applicant must submit in writing a notarized request for the extension stating the reason for the delay.

The cause for delay can be due to unavailability of construction supplies or material, a delay in delivery of construction supplies or materials due to fire, weather conditions, civil commotion or strike. Increased costs of building materials or supplies or financial hardship shall not be considered as cause for continuation of the building permit.

### **Permit Renewals**

A building permit becomes null and void unless a valid inspection is called for within six months from the issue date.

In order to continue construction once a building permit becomes null and void or expires, the permittee shall reapply and obtain a new building permit covering the proposed construction prior to proceeding with construction. The permittee shall comply with all regulations in existence at the time application is made for the new building permit. Permit fees shall be calculated by a percentage of work not yet completed by inspection. A fee shall be charged for copies of construction plans.

### **How to Cancel a Permit**

To cancel a permit, submit a signed, notarized letter that includes the building permit number, requesting the building permit to be canceled. Only the property owner or contractor may cancel a permit. This can be submitted in person to the City of Cedar Key Building Department, City Hall or by mail.

**City of Cedar Key  
Building Department**  
490 Second Street  
Cedar Key, FL 32625  
Phone: (352) 543-6043  
Fax: (352) 543-5560

**PERMIT EXTENSION REQUEST**

DATE: \_\_\_\_\_

PERMIT#: \_\_\_\_\_

**LENGTH OF EXTENSION WILL BE 90 DAYS FROM THE APPROVED DATE.**

PLEASE STATE THE REASON FOR THE PERMIT EXTENSION BELOW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER OR CONTRACTOR

\_\_\_\_\_  
DATE

Phone # of Signor: \_\_\_\_\_

\_\_\_\_\_  
APPROVAL – BUILDING DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Fee (for use by Building Department Only)