



Town of Longboat Key
Building Department
501 Bay Isles Road
Longboat Key FL 34228
Phone: 941-316-1966

Instructions to request an extension of an active permit

One week prior to the expiration date, submit a written request on business letterhead to the attention of Patti Fige, Building Official

The request must include the following:

- Permit number
- Job site address
- Reason for the extension
- Number of days for the extension
- Contact email and phone number
- Signature of Contractor (Licensee) of record

Requests may be scanned and sent as an email attachment to epanza@longboatkey.org

The Building Official will review the request. If the request for extension is approved, a staff member will email the approval to the email address provided in the request

Call the office at 941-316-1966 extension 2514, if there are questions about this process.

Please note if the request is received on or after the expiration date of the permit, a fee of \$85.00 will be charged for reinstatement.



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PAYMENT REQUIRED TO REINSTATE A PERMIT

To reinstate an **EXPIRED** permit follow these procedures:

1. Request for a permit reinstatement must be on **business letterhead** to the attention of **Patti Fige, Building Official**
2. The request must contain the permit number, address of job site, and the detailed reason why the permit reinstatement is needed.
3. Indicate the number of days you are requesting reinstatement of the permit
4. The request must be **signed by the Contractor of Record (licensee)**
5. Include a contact email address and phone number
6. Email the request as an attachment to epanza@longboatkey.org

Fee for reinstatement is \$85.00 per permit.

- The Building Official will review and decision the request
- An email will be sent to the Contractor of the Building Official's decision
- If the reinstatement is approved, the \$85.00 fee will be charged and may be paid online, or via phone by calling 941-341-1966
- **Please note the permit will remain in suspended status until the fee is paid**
- The Town of Longboat Key cannot accept credit card information via email

Feel free to contact our office should you have any questions