



# NOTICE REGARDING EXPIRED PERMITS

Effective June 1, 2017

IF YOU ARE A CONTRACTOR OR AN OWNER-BUILDER WITH AN EXPIRED PERMIT YOU WILL BE RESTRICTED FROM APPLYING FOR NEW PERMITS UNTIL ALL EXPIRED PERMITS HAVE BEEN RENEWED/CLOSED.

FOR INSTRUCTIONS ON CLOSING EXPIRED PERMITS PLEASE  
TURN TO THE OTHER SIDE

FOR ASSISTANCE, CALL (305) 234-4193



## PROCEDURE TO CLOSE EXPIRED PERMITS

What is an Expired Permit?

1. A permit that has expired without the required inspection approvals;
2. A permit that is missing the required paperwork at the end of the job.

There are two types of Expired Permits:

1. Permits issued to the property owner (owner-builder);
2. Permits issued to a licensed contractor.

How do I close an Expired Permit?

1. Renew the Expired Permit(s) by submitting a completed Permit Application and paying the applicable fees;
2. Once the Permit has been renewed, schedule the required pending inspections by sending an email to [inspections@cutlerbay-fl.gov](mailto:inspections@cutlerbay-fl.gov), calling the Inspection Hotline at (786) 573-5515 or visiting our Permits and Inspections webpage at <http://www.cutlerbay-fl.gov/online-services/permits-and-inspections>.
3. If the work was never done submit a letter stating that the work was never done and request that the permit be canceled. An inspection will need to be scheduled to verify that the work was not done.

What if the contractor is out of business or I do not wish to continue to work with the contractor on file?

1. Another licensed contractor or an owner-builder can apply for a Change of Contractor. An owner-builder must be approved by the appropriate Official prior to permit issuance;
2. Submit a completed Change of Contractor form and a Permit Application. Change of contractor and other applicable fees will be incurred;
3. There is a ten (10) day hold on the permit after a Change of Contractor has taken place. Inspections can be scheduled after the hold.

Where can I find the Permit Application?

Applications and forms are available at the Building Department located at 10720 Caribbean Blvd., Suite 110, Cutler Bay, FL 33189 from 8:00 am until 3:00 pm. Or by visiting our webpage at <http://www.cutlerbay-fl.gov/online-services/forms>