

## Permit Re-Open Request

This form must be submitted into the attachments section of the permit record and labeled Re-Open Letter.

Full Permit #: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Has any work been completed? Yes No

If not, then a withdraw request will be required, and a new permit application will be needed.

**Reason for Re-Open** (must be one of the following):

\_\_\_\_\_ Material on back order \_\_\_\_\_ Did not own the property at the time  
\_\_\_\_\_ Other (please explain): \_\_\_\_\_ Lost track of time  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date ready for inspection: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

- Eligible permits for re-open include all permits that are expired or will expire within 7 days.
- We cannot re-open closed, abandoned, or withdrawn permits.
- Once the re-open has been approved, you will receive an email with instructions on the next steps, or you can check the status in PascoGateway.
- Once you open the permit, click "record info" then "processing status" from dropdown. Click "+" to view comments.
- To re-open a permit there will be a \$45 base fee and additional \$45 fee per trade added to the permit.
- All permit extensions are for 90 days.

If you have any questions, please call 727-847-8126, ext. 5, or email [inspectionschedulers@mypasco.net](mailto:inspectionschedulers@mypasco.net)

**\*All requests must be submitted by the contractor and must be signed by the license holder or authorized signer on file with Pasco County.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by affiant who is:

\_\_\_\_\_ personally known to me, or \_\_\_\_\_ has provided Identification (form of ID \_\_\_\_\_)

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_