

Instructions to apply for an extension/or to close an expired permit:

Please email inspectionsschedulers@pascocountyfl.net and attach, using PDF form. If it is from a company it has to be a notarized letter on your letterhead and addressed to our Deputy Building Official. If it is from a home owner it can be a formal letter in pdf form and addressed to our Deputy Building Official.

Please include the following information:

- 1. Include the hardship that caused the delay in scheduling inspections within the allotted time (didn't own the property, lost track of time, forgot, etc.).**
- 2. Include the address and the permit number/s.**
- 3. Include Date you will be ready for your final inspection or closing on your property.**

We will email back once the Deputy Building Official has reviewed this to let you know what needs to be done next.