Community Development Department
Building Division
10770 West Oakland Park Boulevard · Sunrise, FL 33351
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Permit Extension and Renewal Procedures

Permit Extension

If your permit **has not expired** yet, the Building Official may, for good cause, extend the permit for no more than two (2) periods of ninety (90) days, not to exceed one (1) year from the date of expiration of the initial permit.

Requirements to Extend a Permit

☐ **Permit Extension Request Letter**. The owner of the property or contractor must submit a letter to the Building Division requesting a permit extension. The letter must contain the master permit number, address, reason why the extension is needed, and be signed by the property owner or contractor and notarized.

Permit Renewal

If your permit **has expired**, the Building Official may reinstate the permit one (1) time.

Requirements to Renew a Permit

☐ **Fee of $171.11** due at the time of submittal.

☐ **Permit Renewal Request Letter**. The owner of the property or contractor must submit a letter to the Building Division requesting a permit renewal. The letter must contain the master permit number, address, reason why the permit expired, and be signed by the property owner or contractor and notarized.

☐ **Broward County Uniform Building Permit Application** and **City of Sunrise Addendum** completely filled out, signed, and notarized by the original master permit holder or new contractor. Write "Permit Renewal" on the description line of each form.

☐ **Change of Prime Contractor (only required if changing the prime contractor).** Please submit a City of Sunrise Change of Contractor form. Make sure the form is completely filled out, signed by the property owner, and notarized.

☐ **Change of Sub-contractor (only required if changing a sub-contractor).** Please submit two (2) City of Sunrise Change of Contractor forms for each new subcontractor. One form is to be filled out and signed by the prime contractor and one form is to be filled out and signed by the property owner. Please make sure both forms are notarized. A **Broward County Uniform Building Permit Application** and **City of Sunrise Addendum** is also required to be filled out, signed, and notarized for each new subcontractor.