

Town of Longboat Key

Building Department

501 Bay Isles Road

Longboat Key FL 34228

Phone: 941-316-1966

**Instructions to request an extension or reinstatement of a permit**

Please submit a written request on business letterhead to the attention of Patti Fige, Building Official no earlier than one week prior to the expiration date.

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

Scan and attach the request to an email to Michelle Smith at:

masmith@longboatkey.org

The Building Official will review the request and either approve or deny/request more information. Michelle or another staff member will email the decisioned request to the contact email address provided

Please call our office (941-316-1966) with any questions

**Please note any requests received on or after the expiration date of the permit will be charged a reinstatement fee of $85.00**