



TECHNICAL BULLETIN
Community Development & Planning, Building Inspections
TOPIC: Expired Permits
May 20, 2010

This form establishes the procedures to obtain a new permit for a previously issued permit that has expired in order to complete the construction. Section 4.07 of the Construction Chapter of the City Code of Ordinances states:

“Every permit issued by the Building Official under the provisions of this Building Code shall expire by limitation of time and become null and void if the building or work authorized by such permit is not commenced within one hundred eighty (180) days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned for a period of one hundred eighty (180) days at any time after the work is commenced. Before such work can be recommenced, a new permit shall be first obtained.”

Permits will be automatically expired in the City's permit tracking system if there is no inspection activity for a period of 180 days from permit issuance or from the date of the last inspection. If the project has not been abandoned or suspended, the General Contractor will need to provide the Building Official with some verifiable documentation that the work authorized by the permit has not been abandoned or suspended. An example might be a copy of a site specific paid invoice for work related to the permit; or, statement of facts beyond the contractor's control that preventive timely commencement or timely progression of the work. After review of the information, the building permit status may be updated to “Issued.”

For permits that are deemed “Expired” a new permit is required. Contractors must:

1. Submit a new application,
2. If the contractor is not the original contractor, then a letter from the property owner or owner's authorized agent that names the new contractor that will complete the project.
3. Provide Construction Plans – the original “approved” plans are sufficient. However, the City may not be able to provide copies of plans if the contractor does not have the original “approved” plans due to copyright legal issues. In such cases, permission to copy the plans will have to be granted by the entity that sealed the plans.
4. Pay the permit fees. The permit fees will be prorated based on the complexity of the project and the remaining inspections necessary to complete the project.

5. The following table may be used to assess permit fees for expired permits for new single family residential. Other projects must be evaluated on a case by case basis.

LAST INSPECTION "PASSED"	% OF ORIGINAL PERMIT FEE TO ASSESS
Plumbing rough - no yard lines passed	70%
Plumbing rough - yard lines passed	60%
Slab/foundation	50%
Seconds	40%
Insulation	30%