



Building Permit Renewal and Completing Work on Canceled Permits

Information Bulletin
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By: Chief Building Official
For Public Use

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The purpose of this information bulletin is to provide guidelines for renewing and completing building permit applications or building permits that have expired or canceled due to either a) expiration or b) 3-year maximum life under the provisions of the Municipal Code.

Definitions

Expired Application – An application is null and void if it does not receive approval within 12 months of the application date, or if an approved application is not issued within 12 months of the approval date.

Expired Permit - A permit is null and void if an inspection is not passed within 12 months of the issued date or if an inspection is not passed within 12 months of the last valid passed inspection date.

Canceled Permit - An *expired* application or permit is Canceled Due to Expiration if it is not renewed within 60 days of the date of expiration. An *active* issued permit is Canceled Due to 3-Year Limitation if it is not finished within 3 years of the issued date.

Work – The remaining construction that needs to be performed and inspected to complete the permit. Any construction that may have been installed but not inspected must be included.

Extension of Applications or Permits Prior to Expiration:

Active applications and permits may be extended prior to *Expiration* or *Cancellation Due to 3-Year Limitation* upon written request submitted to and approved by the Building Official. There must be a valid reason for the extension, typically constituted by conditions out of the control of the permittee.

Renewal Fee for Expired Applications or Permits:

Expired applications may be renewed within 60-days of the date of expiration by paying a processing fee. If a new version of the Building Code has been adopted since the original application date then the Building Official will determine if the application can be renewed or if a new permit is required. (CMC 15.05.015)

Expired issued permits may be renewed within 60-days of the date of expiration by paying one-half the inspection fees on the existing permit. The work and inspections may then proceed without creating a new permit. If a new version of the Building Code has been adopted since the original application date then the Building Official will determine if the permit can be renewed or if a new permit for the remaining work is required. (CMC 15.05.020)

Permit Fees for Canceled Applications or Permits:

When an application or permit has been *Canceled Due to Expiration* or *Canceled Due to 3-Year Limitation*, a new permit is required to complete the work. The permit fees for the new permit shall be 100% of the current permit fees for the remaining work to be completed.

This requires an investigative inspection to ascertain the remaining work and required inspections. The inspector and permit technician will collaborate with the applicant, plan check engineer, and each other to determine the scope of work to be included in the valuation for new permit fees.