



Policy Regarding Permit Extensions, Expirations & Re-instatement of Expired Permits

PERMIT EXPIRATION

Occurs when no activity is recorded on a permit for a period exceeding 180 days following issuance of a permit. Activity on any permit (Building, Plumbing, Mechanical, Electrical, Etc.) related to a single project, provides an automatic reset of the 180-day clock on all related permits. Example: *A plumbing permit which has shown no activity for 180 days shall not expire where there has been activity within that time period on the related building permit.* **Please note, a state surcharge (currently 12%) will also be applied to the reinstatement fee.**

EXTENSION OF PERMIT

UP TO EXPIRATION DATE	-	NO FEE
UP TO 30 DAYS FOLLOWING EXPIRATION	-	\$101.00

(Extensions will be provided only when presented with a valid reason for needing to extend a permit)

RE-INSTATEMENT OF EXPIRED PERMIT

31 TO 180 DAYS FOLLOWING EXPIRATION	-
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Half of the original permit fee or \$505.00, whichever is less.

AFTER 180 DAYS FOLLOWING EXPIRATION	-
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Full original permit fee or \$1010.00, whichever is less.

AFTER 180 DAYS FOLLOWING EXPIRATION & NEW CODE ADOPTION –	
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Full original permit fee & plan review fees. New submittal & plan review.

(Certain circumstances, like revisions, deferred submittals, etc., may require additional plan review and associated fees outside the above policy)

Other divisions and/or departments may require additional fees not listed above.



EXTENSION OF PLAN REVIEW PERIOD

UP TO EXPIRATION DATE	-	NO FEE
UP TO 30 DAYS FOLLOWING EXPIRATION	-	\$101.00

(Extensions will be provided only when presented with a valid reason for needing to extend a plan review period. Extensions are for a period of 90 days and no more than 2 extensions may be approved)

EXTENSION REQUESTS WILL NOT BE CONSIDERED AFTER ONE YEAR FOLLOWING APPLICATION.

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