

	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development	Number: 1-7
Subject: Expired Applications and Permits		Approval Date: September 14, 2007
Approval: Chuck King, Building Official		Effective Date: September 14, 2007

1.0 PURPOSE

Administrative process for expired permit application, permit notifications, responsibilities, and timelines.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

May 26, 2009

January, 2011

August, 2015

February, 2019 –New Code Adoption

4.0 CODE REFERENCE

2018 International Building Code (IBC), Section 105.3.2 Time limitation of application; and Section 105.5 Expiration.

5.0 POLICY

The IBC identifies the length of time that permits and applications are valid. This time limitation is intended to keep the construction process moving forward and to prevent projects from sitting idle for extended periods of time.

Permit applications will be considered abandoned and shall expire one hundred-eighty (180) days after the date of filing if a permit has not been issued. The following process will be utilized:

1. A postcard notification will be sent to the owner/applicant stating that the permit application is about to expire and will include the date of expiration.
2. The owner/applicant may make a request to the Permitting Manager for a time extension (not to exceed ninety (90) days). Requests must be in writing and justifiable cause for why an extension is needed shall be demonstrated. An extension may not be granted if the code or any other pertinent laws or ordinances have been amended or updated subsequent to the date of the application.
3. If the owner/applicant takes no action, an expiration letter will be sent to the owner/applicant notifying them that their permit application is null and void and allowing them up to ten (10) business days to pick up their documents. Documents unclaimed after that time will be destroyed and the permit application will be voided in the permitting system. The document destruction will be recorded as "destroyed" according to the State of Arizona Records Retention Statutes, and no period of retention is required for applications that are not issued. Any fees paid for plan review are non-refundable.
4. In order to renew action on an application that has expired, the applicant shall submit new documents and pay all applicable plan review fees.

Issued Permits will become expired if work as described on the application does not commence within one hundred-eighty (180) days of permit issuance, or if work is suspended or abandoned for a period of 180 days. The one hundred-eighty (180) days is determined from the date of issuance, or from the most recent valid inspection performed, whichever is later.

The following process will be utilized:

1. The Inspection and Code Compliance Division will send a postcard to the owner and applicant stating that the permit is about to expire and will include the date of expiration.
2. If an inspection is requested prior to the expiration date for the sole purpose of extending the permit, but work has not progressed, a re-inspection fee will be charged and the permit expiration date will remain unchanged.
3. Prior to expiration, the owner or applicant may make a request to the *building official* to grant a time extension, not to exceed one hundred-eighty (180) days. Requests shall be in writing on a form provided by the Town, and justifiable cause demonstrated for why the project has not progressed, and why an extension is warranted.
4. Prior to authorizing an extension, an investigative inspection may be performed for the purpose of verifying the safety of the site, structure, and impact(s) of granting an extension.
5. If the owner/applicant takes no action, an expiration letter will be sent to the owner/applicant stating that the permit is expired, and to contact our office within ten (10) working days to discuss remediation. If no action is taken on a violation letter, a second notice will be sent requesting the applicant to contact our office within ten (10) working days. The department's violation process will follow if no attempt at remediation is made (see SOP 1-8).
6. Before work deemed to have expired can be recommenced, a new permit must first be obtained and the fee shall be not less than one-half (1/2) of the amount required for a new permit for such work, provided that no changes have been made to the originally approved construction documents, and further provided that the suspension or abandonment has not exceeded one (1) year. If the permit has been expired for a period of one (1) year, or more, the cost for renewal shall be as required for a new permit.