

COUNTY OF PLACER Community Development Resource Agency

BUILDING

Administrative Policy
Applications and Permits
Expiration and Extensions

TO: Building Department Staff

From: Max Shoffner, Building Inspector II

Approved: Tim Wegner, Chief Building Official

Effective Date: 1/1/08

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Issue:

In an effort to streamline the maintenance process for applications and permits, regarding their expiration and extension dates, this policy is being developed for all types of applications and permits.

BACKGROUND/HISTORY:

Maintaining expired applications and permits has <u>not</u> been a routine function within the process of the application/permit cycle. The current process is a separate process and is accomplished as time allows for the task.

POLICY:

The purpose of this policy is to create a defined process with regard to expiration of permit applications and permits, including the process by which to renew or extend permits and applications.

Time Limitations of Permit Applications:

The expiration time of a plancheck application is based on the current Placer County Code Section 15.04.123 (3)-as follows:

 An application for a permit for any work shall be deemed to have been abandoned and expired one year after the date of filing, unless such application has been extended prior to that time. Any applicant, who requests in writing, prior to the expiration qualifies for a single one year extension. Upon approval of the Building Official a second one-year extension may be granted. The fee for a permit extension shall be as prescribed in the Building Service Division Fee Schedule.

Expired Code Enforcement type plancheck applications are as follows;

- Time limitations of applications.

 An application for a permit for any proposed work shall be deemed to have been abandoned 1 year after the date of filing, unless a permit has been issued.
- An extension shall be requested in writing to the Building Official with justifiable cause demonstrated. (See Form Permit/Plancheck Extension Application)
- If an extension is not granted by the Building Official or the application expires, building department staff will then review the application to determine if it is warranted to forward the application to the Code Enforcement Division. CED will issue warning.
- If the plancheck application is sent back to Code Enforcement, it will be through the use of PLUS (Placer Land Use System). CED will issue warning.

Notification of All Expiring Plancheck Applications to Owner:

As a courtesy to our customers and upon the operations ability to acommadate this process, a written notification to the owner advising that the permit application is expiring shall be sent thirty (30) days prior to the expiration of a permit application.

- PLUS generates a letter thirty (30) days prior to any permit application expiration date.
- Staff will then complete the process by mailing the letter to the owner and placing a copy in the application file.
- The owner has until the expiration date of the permit application to either issue the permit or request a 1 year extension of the permit application.
- Failure by the owner to extend the plancheck application or have the permit issued by the application expiration date will result in the application being expired.
- Thirty (30) days after a plancheck application expires, the file and all information will be discarded.
- An additional inspection fee may be assessed if a site evaluation is required to determine the progress of the project. The rate of the inspection fee shall be based on the inspection fee in the most currently adopted Building Service Division Fee Schedule.

Permits:

Two Year Permits:

All permits are considered valid for a period of two (2) years from the date the permit is issued [PCC 15.04.123 (2)] except:

- The Chief Building Official may issue a permit for a lesser period of time when necessary to abate dangerous or substandard conditions.
- Code Enforcement type permits are valid for a maximum time period of 180 days.

- Other situations where the timeframe is established by other code provisions or ordinance.
- Hardship permits.
- Temporary permits.

First One Year Permit Extension:

The applicant may apply for a one (1) year extension of a permit provided:

- The permit <u>has not expired</u>
- The applicant has completed and submitted the application to extend the permit. (See Form Permit/Plancheck Extension Application)
- Technician staff may extend the permit after review and approval.
- No fee is required to extend a permit for the first year.

Second One Year Permit Extension:

A second one (1) year extension of a permit may be granted provided:

- The permit <u>has not expired</u>.
- A written request has been submitted and approved by the Building Official. (See Form Permit/Plancheck Extension Application)
- Payment by the applicant of an administrative fee is required. The rate of the administrative fee shall be based on the current adopted fee schedule at the time extension is requested.
- An additional inspection fee may be assessed if a site evaluation is required to determine the progress of the project. The rate of the inspection fee shall be based on the current adopted inspection fee.

New Two Year Permit Requirements:

A permit <u>cannot be extended for a third</u> consecutive one (1) year extension. The applicant is required to apply for a new two (2) year permit, provided:

- The permit <u>has not expired</u>.
- The applicant has completed and submitted a new permit application.
- The Supervising Building Inspector will review and determine the necessity for revised construction documents and a field progress inspection.
- New fees are paid. The fees are assessed by the number of inspections remaining to complete a project. Senior Building Department Staff shall determine the number of inspections remaining to complete any given project; in addition to the inspection fee an administrative and records fee shall be assessed. (All fees are based on the most current adopted fee schedule)
- No new permit shall exceed the cost of the original permit unless that permit has expired.(See expired permits)

Expired Permits:

All expired permits shall become null and void upon being stamped "Expired". Except for the following that shall receive follow-up to resolution:

Hardship permits.

- · Code Enforcement permits of any type.
- Temporary permits.
- Single Family Dwellings.

Resolution of the Above:

Prior to referring the above permits to Code Enforcement for action the Building Inspection Division shall perform the following:

- Send a letter to the property owner informing them of the status of the permit and requesting contact with the building inspection staff within 10 days to discuss action needed for resolution. The letter shall also inform the property owner that failure to act will result in the permit being referred to Code Enforcement for action.
- In the case of projects only needing a final inspection, or other department approvals, the building inspection staff may elect to schedule a site visit or contact the other departments to determine if the permit can be finaled without further action.

Renewal process for Expired Permits:

Once a permit <u>has expired</u> a new permit is required to be issued to reinstate the expired permit provided:

- The owner completes and submits a new permit application.
- Receives all other agency approvals prior to new permit being issued.
- Owner may or may not be required to submit all new plans and related documents. (To be determined by Senior Building Department Staff.)
- · Pay all other agency related fees required to issue the new permit.
- New Building Department fees are paid and assessed by the number of inspections remaining to complete a project. A new plancheck fee may or may not be required. Both Plancheck fees and the number of inspections required to complete a project is to be determined by Senior Building Department Staff. In addition to the inspection fee an administrative fee shall be assessed. (All fees are based on the most current adopted fee schedule)

Notification of Expiring Permit to Owner:

As a courtesy to our customers and upon the operations ability to acommadate this process, a written notification to the owner advising that the permit is expiring shall be sent thirty (30) days prior to the expiration of a permit.

- PLUS shall generate a letter thirty (30) days prior to any permit expiration date.
- Staff will then complete the process by mailing the letter to the owner.
- The owner has until the expiration date of the permit to either final, extend or obtain a new permit.
- Failure by the owner to final, extend or obtain a new permit by the expiration date will result in the permit being expired.