



Placer County  
California

# Building Services Policy

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POLICY #

**TECH 310**

**EFFECTIVE DATE**

**SUBJECT**

**BUILDING OFFICIAL APPROVAL:**

**01/05/2004**

Revised: 01/22/16

Expired Permits

**PURPOSE/SCOPE:**

In an effort to provide exemplary customer service, Building Services, offers permit expiration notification to permit holders. The purpose of this policy is to outline the process and expectations of the permit expiration notification effort.

**ANALYSIS:**

Many times permit holders are unaware of the expiration date of their permit despite Building Services efforts to convey expiration dates on the specific permit documentation. In an effort to offer additional communication and excellent customer service, Building Services notifies permit applicants via e-mail of the impending expiration date and methods to extend the permit if feasible. Permits expire two years after issuance unless a request for extension is completed in advance of the expiration date. Upon review, permits may be granted up to two one-year extensions beyond the original expiration date.

**POLICY:**

When resources are available, Building Services will issue permit expiration notification to permit holders in advance of the permit expiring. Such notification shall be issued to permit holders sixty (60) days in advance of the permit expiration date. The sixty day period affords ample time for applicants to complete the necessary permit extension paperwork in advance, ensuring the permit does not expire.

Three permit expiration conditions exist. For this reason the following policy is outlined to denote these three conditions:

1. Permit has not expired.
  - a. When the permit has not expired, any applicant or their representative may request an extension of time twice, ultimately extending any permit for a total of four (4) years from date of issuance.
  - b. The permit extension form must be completed and submitted to the County. Permit extension requests must be received by the County prior to the expiration date to be valid. If the request form has been received by the County but not processed by the expiration date, the permit may still be extended as the request was received timely.
  - c. Justification for permit extensions are only necessary for the second and final one-year extension to ensure the project will be completed and ready for final inspection prior to the permit expiring where there are no more extension opportunities. The justification for a second extension shall be reviewed and approved by the Supervising Building Inspector, Manger or Chief Building Official, or as may be assigned.
  - d. Applicable fees apply to any permit extensions.
2. Permit has expired and project not complete.
  - a. If the permit has expired and no request for extension has been made, or the request was not timely as noted in section #1 above, a new permit is required.

- b. In the circumstances where a new permit is required, it should be noted that any new application requires compliance with the code in affect at the time of application. For this reason, many times plan revisions are necessary to reflect new code requirements in an effort to complete the project.
  - c. Applicable fees apply to any new permit.
  - d. If the permit involves a project within the Tahoe Basin, Tahoe Regional Planning Agency, Code of Ordinances expiration criteria applies and the new permit shall expire concurrently with the TRPA expiration.
3. Permit has expired and project is complete with no final inspection.
- a. While a new permit may be issued authorizing the completion of work for an expired permit, it should be known that the Chief Building Official, or their designee, may per County Code §15.04.123 (2), grant an administrative ninety (90) day extension without fees to any expired permit for the purposes of finalling the project.

**Note:** *Policies are to be used as a guide and are subject to updates from time to time, please review the law specifically and do not solely rely upon this policy.*