

<p>Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i></p>	<p>East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i></p>
<p>Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i></p>	<p>North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i></p>

Expired Permits, Extensions, Renewals & Re-Inspection Policy

1. Permit Expirations

- a. Building permits and plan checks expire if there has been no activity for 180 days or more. ('Activity' is defined as a field inspection for permitted work or recorded plan review interaction/activity for plan check).
- b. All building permits issued after 01-01-08 shall expire 2 years from date of issuance (per SCC 16.02.080). Permit life span shall lapse regardless of continuing work/inspections of the project at this two-year point.
 - i. A written request must be made by the permit applicant and approved by a manager in order to extend any permit beyond two-years in duration (or to waive standard permit renewal fees).
- c. Any permit that has been expired for a year or greater that has had no activity or inspections (*construction work has not started or been inspected*), shall not be renewed ('reissued').
- d. Permits that have expired may be renewed ('reissued') when project work and inspections have been performed, but not beyond 4 years from the permit issuance date. For expired permits older than 4 years (*with partial or all permitted work performed*), approval for permit renewal shall only be granted by Chief Building Official; otherwise, the expired permit may be forwarded to the BPI Violation Group for remedy.
- e. Plan Review Submittals (*no permit was issued*) that have been expired for over 365 days (one year) shall be placed in 'Closed' status and not be reactivated. A new submittal shall be required that meets current code requirements.

2. Permit Extensions

A building permit time extension can only be granted one time after permit issuance and must be requested by the applicant. The plan check submittal (*permit application process*) can be extended a maximum of twice upon request by the applicant. To extend the permitted work or plan review process an additional 180 days (*when there has been no activity in either situation*), the permit applicants request must be made prior to the scheduled 'expiration' date (per SCC 16.02.080).

- a. The only exceptions for this rule are 'extenuating circumstances' which shall be reviewed by a manager. Examples would be:
 - i. Family death or illnesses that would affect the project.
 - ii. Military deployment of an owner
 - iii. Project related contract or construction litigation.
 - iv. Governmental restrictions affecting the project timeline.

3. Permit Renewal and Re-Inspection Fees

- a. All permit renewals ('reactivation' and 'reissues') shall use the **current** fee schedule for fee calculation.
- b. Renewal fees are only for the cost of renewal or re-issuance of an expired permit. Re-inspection fees are considered separately and may be assessed in the event that the allocated numbers of inspections have been exhausted or a disproportionate number of inspections resulted in failed inspections thus potentially placing the County at risk of financial loss due to un-recovered inspection costs. See (i) below.
- c. Permits with permit fees that are lower than the "Re-inspection Fee", will be renewed at the **current** full permit fee. This means that in the case of a water heater with a 2014 permit the reissue fee will be at today's date and not the 2014.

- d. Other permit renewal fees are to be 50% of the building permit portion of the fee if the permit has been expired for up to 180 days (and must be at least the cost of the “Re-inspection Fee”).
- e. Permit renewal fees are 100% of the building permit portion of the fee if the permit has been expired more than 180 days.
- f. When only a final inspection remains on an expired permit, and at the option of the Chief Building Official or the CBO designee, and the permit applicant provides justification, the Chief Building Official or designee may reduce permit renewal (‘reissue’) fees. The fee can be reduced to 50%, but in no case shall it be lower than 25% of the current building permit renewal fee (nor can it be less than the current re-inspection fee). If required, the applicant’s written and signed justification letter shall be scanned into the Accela permit case in ‘Attachments’.
- g. Plan review submittals can be renewed (‘reactivated’) at 50% of the plan review fee if they have been expired for less than 180 days. The building permit portion of the permit fee will be updated and assessed at the current rate.
- h. Plan review submittals expired for greater than 180 days, but less than 365 days shall be ‘reactivated’ at a 100% plan review fee. The building permit portion of the permit fee will be updated and assessed at the current rate.
- i. Re-inspection fees shall be assessed when the number of actual inspections (stops) needed to complete the inspection process in the field exceeds the number of inspections assigned to the initial permit. In the event that the numbers of inspections available have been exhausted no further inspections will be performed until additional re-inspection fees have been paid. Once the re-inspection fees have been paid, the number of inspections assigned to the permit shall be changed to reflect the total number of inspections now available. A scheduled inspector job site ‘stops’ for one or more inspection disciplines will be counted as one (1) inspection when occurring on the same time and date. A ‘Failed Procedural’ inspection occurring on the same time and date will be counted as one (1) inspection.
- j. Expired permits may, at the [discretion](#) of the CBO or the designee, be re-issued without a fee when it is determined to be in the best interests of Sacramento County and, as such, promotes the objectives of FLS and not done so at a risk to the County.

4. Permit Status

- a. **Expired Status:** A building permit or plan review case submittal ‘Status’ in Accela shall be placed in the ‘Expired’ status whether it has been expired for 180 days, for one year (365 days) or upon the permit reaching the two year maximum life duration point.
- b. **Expired Non-Responsive Status:** A permit shall be placed in this status when it has been expired for one year and there was no response from the applicant to our ‘Permit Expiration Letter’ (*this notification letter is typically sent out within the first six months of the permit expiring*).
- c. **Expired Permit Violation Status:** When a property parcel owner or applicant does not contact Building Permits and Inspection (BPI) to renew a permit which has been placed in the ‘Expired Non-Responsive Status’ an inspector may again visit the site to check the formerly permitted work and leave a ‘Notice of Impending Violation’ with the owner or in an envelope on the front door. If the Owner still does not renew the permit or respond to this or any other notice of expired permit, the permit shall be placed in the ‘Expired Permit Violation Status’ after 10 days. The BPI Violation team will now proceed with this permit case as a violation issue. Note: *The Inspector site visit to notify the customer (which changes an expired permit to this status) is based upon Inspector time availability.*
- d. **Reactivated Status:** Status of an expired ‘Plan Review’ submittal that has been renewed shall be listed as ‘reactivated’.
- e. **Reissued Status:** Status of a renewed building permit (*not a Plan Review Submittal*) shall be listed as ‘reissued’.

- f. **Closed Status:** Permits that are not to be renewed or reissued shall be listed as 'Closed'. 'Closed permits shall not be opened or renewed.' If the permit is closed and the inspections have not been completed nor met appropriate approval, a new permit with full plan review submittals shall be applied for by the applicant, or the unfinished permit work/inspections may be remedied through the BPI Violation Group. Only a manager can make an exception and reopen ('reissue') a permit in the 'Closed' status and it shall be reopened with full current fees for plan review and building permit fees. A 'Closed' permit status does not imply or mean that the permitted work is final, complete or approved but rather the status of the work is unresolved.
- g. **Void:** A permit will be voided if issued in error or cancelled at the request of the applicant when no work has been performed. A Voided permit may be eligible for a fee refund to the Applicant.
- h. **Revoked:** A permit may be revoked if it is determined by BPI that the work for which the permit was issued is not, in fact, the work actually occurring, or there exist patent errors in the permit such as incorrect names and addresses or erroneous representations. A revoked permit is not eligible for a fee refund.
- i. **Suspended:** When a permit is placed on Hold at the request of the Applicant or BPI in situations wherein the progress or further processing of a permit is barred. The permit may be reissued or reactivated with or without fees at the discretion of the Building Official.
- j. **Final/Complete:** When all work has been inspected and 'Approved' and all 'Conditions' of the permit have been met.
- k. **Refund:** If eligible, a permit status can be in Refund status when first placed in a Voided Status (see g above) prior to expiration and without having been revoked or closed.

AN IMPORTANT NOTE ABOUT BUILDING PERMITS

Building Permits, issued by Sacramento County in accordance with the building codes and ordinances in force at the time of issuance, are the property of the Applicant and the Applicant is responsible for the fulfillment of the obligations of the Building Permit. Building permits, and the obligations pertaining thereto, may not be transferred to any third party in whole or in part without the express approval of BPI and if approved for transference shall be done so in a manner determined by BPI.

Expired, void, closed or revoked permits thus rendered invalid and no longer in affect, as a property, shall revert back to Sacramento County and the residual liabilities and obligations thereof shall remain with the property parcel and its owner, heirs and successors.