



# EXPIRED PERMITS, EXTENSIONS, RENEWALS, & RE-INSPECTION POLICY

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

## PERMIT EXPIRATIONS

- I. Building Permits and Plan Checks expire if there has been no activity for 180 days or more.
  - a. Activity is defined as an Approved Field Inspection for permitted work or recorded Plan Review interaction/activity for Plan Check.
- II. All Building Permits issued will expire 12 months from Date of Issuance if work has not started.
  - a. A written request must be made by the Applicant and approved by the Building Official before the 12-month lapse in order to extend any permit to continue.
- III. Any permit that has been expired for a year or more that has no activity or inspections (construction work has not started or been inspected), will not be renewed ('reissued'). The permit will become invalid.
- IV. Permits that have expired may be renewed when project work and inspections have been performed, but not beyond 3 years from the permit issuance date or past a code adoption cycle.
  - a. For expired permits older than 3 years (with partial or all permitted work performed), approval for permit, renewal will only be granted by the Building Official; otherwise, the expired permit may be routed to the City Code Enforcement for remedy.
- V. Plan Review Submittals (no permit was issued) that have been expired for over 365 days (1 year) will be placed in a 'Closed' status and cannot be reactivated. A New Submittal will be required that meets current code requirements.

## PERMIT EXTENSIONS

A Building Permit extension (180 days) can only be approved after Permit Issuance and must be requested by the Applicant. The Applicant can extend the Plan Check Submittal (Application Process) 90 days upon request. To request an extension, Applicants must fill out the Permit Renewal Request Form and submit to the Building Department for the Building Official's Approval, prior to the expiration date. Refer to CBC Sections 105.3.2 and 105.5.

- I. The only exceptions for this rule are 'extenuating circumstances' which shall be reviewed by the Building Official. Examples Include:
  - a. Family Death or Illness affecting the project
  - b. Military Deployment of an Owner
  - c. Project related contract or Construction Litigation
  - d. Governmental restrictions affecting the project timeline.

## PERMIT RENEWAL / RE-INSPECTION FEES

- I. All Permit Renewals shall use the Current Fee Schedule for Fee Calculation
- II. 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, potentially placing the City at risk of Financial Loss due to Unrecovered Inspection Costs. See (IX) Below
- III. Permits with Fees that are lower than the 'Re-Inspection Fee' will be renewed at the current full permit fee.
- IV. Other permit renewal fees may be required if the permit has been expired for up to 180 days.
- V. Permit renewal fees are 100% of the Building Permit portion of the Fee if the Permit has been expired more than 180 days and is considered Invalid.
- VI. When only a Final Inspection remains on an Expired Permit, it is at the Building Official's discretion to allow a reduction of permit renewal fees. The fee may be reduced to 50%, but in no case shall it be lower than 25% of the Current Building Permit Renewal Fee (nor less than the current re-inspection fee).
- VII. Plan Review Submittals can be renewed ('reactivated') at actual hourly costs of the Plan Review if they have been expired for less than 180 days and fall within an Adopted Code Cycle. The Building Permit portion of the Permit Fee will be updated and assessed at the Current Rate.
- VIII. Plan Review Submittals expired for greater than 180 days, but less than 365 days shall be reactivated at a 100% Plan Review Fee and fall within an Adopted Code Cycle. The Building Permit portion of the Permit Fee will be updated and assessed at the Current Rate.
- IX. Re-inspection Fees may be assessed when the number of inspections needed to complete the Permit exceeds 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 number of inspections available have been exhausted, no further inspections will be performed until additional Re-Inspection Fees have been paid. Once Re-Inspection Fees are paid, the number of inspections assigned to the permit will be changed to reflect the total number of inspections now available. A scheduled inspection for a jobsite ('stops') for one or more inspection disciplines will be counted as one 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 inspection.
- X. At the discretion of the Building Official, Expired Permits may be re-issued without a fee when it is determined to be in the best interests of the City, promotes objectives of fire life safety, and not done so at risk to the City.



# EXPIRED PERMITS, EXTENSIONS, RENEWALS, & RE-INSPECTION POLICY

## PERMIT STATUS

- I. **Expired Status:**
  - a. A Building Permit or Plan Review case submittal 'Status' in the permitting system will be changed to the 'Expired Status' whether it has been expired for 180 days, for one year (365 days), or upon the permit reaching the 3 year maximum life duration point.
- II. **Expired Permit Violation Status:**
  - a. When a property parcel owner or applicant does not contact the Building Department to renew a permit which has an 'Expired' Status, an inspector may visit the site to check the formerly permitted work and leave a 'Notice of Impending Violation' with the owner or in an envelope at the front door.
  - b. If the owner does not renew the permit or respond to the notice of Expired Permit within 10 days, the permit status will change to 'Expired Permit Violation Status'. The Code Compliance Division will proceed with the permit case as a Violation.
- III. **Reactivated Status:**
  - a. An expired Plan Review Submittal that has been renewed will be changed to the 'Reactivated Status'.
- IV. **Reissued Status:**
  - a. An expired Building Permit that has been renewed will be changed to the 'Reissued Status'.
- V. **Closed Status:**
  - a. Permits that cannot be renewed or reissued will have the 'Closed Status'. Closed Permits will not be opened or renewed.
  - b. If a permit is closed, inspections have not been completed and do not meet appropriate approval, a New Permit with Full Plan Review Submittals must be applied for by the Applicant, or the unfinished work may be resolved through Code Compliance.
  - c. Only the Building Official can make an exception and reopen ('reissue') a Closed Permit. It will be reopened with Full Current Fees for Plan Review and Building Permit Fees.
  - d. A Closed Permit does not imply that the work is final, complete, or approved, but rather, the work is unresolved.
- VI. **Void:**
  - a. 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.

- VII. **Revoked:**
  - a. A Permit may be 'Revoked' if the Building Official determines the work occurring does not meet the approved permit scope of work, or there exists patent errors such as incorrect names, addresses, or erroneous representations. A Revoked Permit is not eligible for a fee refund.
- VIII. **Suspended:**
  - a. A Permit may be placed on Hold or 'Suspended' at the request of the Applicant or Building Department when progress or processing of a permit is barred. The Permit may be reissued or reactivated with or without fees at the discretion of the Building Official
- IX. **Final / Complete:**
  - a. When all work has been inspected and 'Approved' and all conditions of the permit have been met, the Permit Status will be 'Final' or 'Complete'.

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## AN IMPORTANT NOTE ABOUT BUILDING PERMITS

Building Permits, issued by the City of Lathrop in accordance with the Current Building Codes and Ordinances at time of issuance, are the property of the Applicant and are therefore responsible for the fulfillment of the obligations of the Building Permit. Building Permits, and the obligations pertaining to, may not be transferred to any Third Party, completely or in part, without the Approval of the Building Department. If approved, the transference will be done so in a manner determined by the Building Department.

Expired, Void, Closed, or Revoked Permits are determined to be 'Invalid' and no longer in effect. Invalid Permits will revert to the City, and the Residual Liabilities and Obligations will remain with the Property Parcel, and its owner, heirs, and successors.