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

Revised: 12/2/2008
Revised: 05/02/2011

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 not 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.

AUBURN OFFICE - 3091 County Center Dr. Ste 160 / Auburn, California 95603 / (530) 745-3010 / Fax (530) 745-3058
TAHOE OFFICE - 565 West Lake Blvd. / Tahoe City, California 956145 / (530) 581-6200 / Fax (530) 581-6204
Web Site Address: http://www.placer.ca.gov
Email: building@placer.ca.gov

Expired **Code Enforcement** type plancheck applications are as follows;

- Per section 105.3.2 of the 2010 CBC. 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..

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 has expired 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.