



REQUEST FOR PERMIT EXTENSION

Date: _____

I/we _____ hereby request an extension for

Permit No. _____ located at _____
address

for the following reason:

_____.

Contact Info:

Name: _____

Phone Number: _____



CHAPTER 1 Administration

SECTION 105.5 Expiration – As Amended
IBC Interpretation 08-03
2003 Edition, 2006 Edition
Issued: 07-16-2008

105.5 Expiration. Every permit issued shall become invalid unless substantial work, as determined by the building official, and authorized by such permit is commenced and required inspections are requested by the permittee and approved by the building official within 180 days after its issuance, or if more than 180 days elapses between approval of required inspections. The building official shall be authorized to grant one extension of time for a period not to exceed 180 days. Permits shall not be extended more than once and all requests for extensions shall be in writing. In order to renew action on a permit after expiration, a new full permit fee shall be paid based on the current fee schedule adopted by the Town, except as approved by the building official.



Q: Will the Town grant a request for an extension of my permit which has been issued where I have not started work and my permit has not reached its' expiration date?

A: Yes. The Town will consider a request to extend a permit, one time only for a maximum of 180 days. If granted, the difference in all fees charged for the permit originally and the fees in place on the extension date shall be paid. The extension date is the date the original permit would have expired.

Q: Will the Town reinstate/reactivate my permit even though it has expired? If yes, what fees am I obligated to pay? What if my plans are no longer on file with Town?

A: The Town reviews reinstatement (renew action) requests on a case by case basis. If a code update has gone into effect since the approval of plans, revisions may be required. Plan review fees will apply where revisions are necessary. There is a one hour review fee to process a reinstatement (renew action). A one hour inspection fee may be required based on the status of the project. The difference in all fees charged for the permit originally and the fees in place on the extension date shall be paid as part of the reinstatement process. These fees can be found on the current Development Services fee schedule.

Q: What if my plans are no longer on file with Town?

A: The Town requires that there be an approved set of plans available for review for the duration of construction. The applicants unmodified original approved stamped set can be used. In this case the approved plans must be provided to us so that copies can be made. The current copy fee will apply and must be paid prior to reinstatement. If the original stamped copies are unavailable, a new set of plans will need to be turned in for a new plan review. All applicable Development Services fees will apply.