

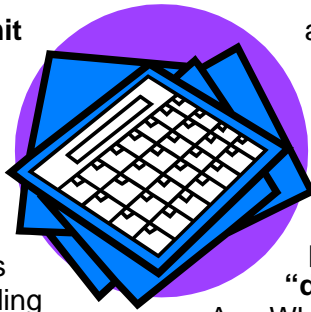


BROCHURE # 3

BUILDING PERMIT EXPIRATION

Q. How long is my building permit active?

A. Once a permit is issued, it is active for 365 days. Permit expiration dates are automatically extended by 180 days from the last approved building inspection; that shows progress on the project. For example, if a building inspection is performed at least every 180 days, a building permit will remain active until the final inspection is approved. Please note: Approved erosion control inspections will not extend the permit expiration



Q. If I'm not ready for an inspection within 365 days, can I keep my building permit active?

A. Yes, by submitting a written request for extension to the Building Official prior to the permit expiring. These requests are reviewed on a case by case basis.

Q. I have already received an extension on my permit previously and my permit is about to expire again, can I prevent my permit from expiring?

A. Yes, if work has not been abandoned, work on the project has been progressing, plans have not been changed, and you have only had 1 previous extension. You must submit another written request for extension to the Building Official prior to the permit expiring. These requests are reviewed on a case by case basis.

Q. What happens if my building permit expires before my project is complete?

A. An expired building permit can be "Re-issued", if you request an extension within 30 days of the expiration date or you have at least 1 approved inspection showing progress on the project. The extension may be subject to additional fees. You must submit another written request for extension to the Building Official prior to the permit expiring. These requests are reviewed on a case by case basis.

Q. What happens if my building permit has been expired for more than 1 year?

A. To renew action on the permit, a new full application will be required. The new permit

application is subject to all conditions under the current code, including applicable fees. However, there are a few exceptions, so please check with DCD to obtain information specific to your circumstance.

Q. What happens if my building permit expires and there are outstanding "deferred impact fees"?

A. When a building permit expires that has outstanding "deferred" impact fees, a letter will be sent to the owner of the property stating that the impact fees are due and payable. If the impact fees are not paid within 30 days, the permit has not been withdrawn, or if the permit is not "re-issued" to make it active within that 30 day period, collection proceedings may begin.

Q. I received a postcard stating my permit will expire next month, what do I do?

A. If you are ready for your next building inspection, call (360) 337-5777 or visit the permit portal to request your next building inspection. If you are not ready for your next inspection, submit a written request for extension to the Building Official.

Q. I received a postcard stating my permit is ready to issue and/or will expire next month, what do I do?

A. Come pick-up your permit! Issuance of your permit will extend the expiration date for 180 days. The DCD Permit Center hours of operation are Monday through Thursday 9:00a.m. to 4:00p.m. and Fridays 9:00a.m. to 1:00p.m.

Q. I received a postcard stating my permit was returned and/or will expire next month, what do I do?

A. Review your Information Request Letter and submit the requested items to the DCD Permit Center, Monday-Thursday 9:00a.m.-4:00p.m. and Fridays 9:00a.m.-1:00p.m. You may also call (360) 337-5777 for an appointment to decrease your possible wait time. You can obtain a copy of the Information Request Letter on the permit portal or by called (360) 337-5777.

