



COUNTY OF NEVADA BUILDING DEPARTMENT

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-8794 <http://mynevadacounty.com>

NEVADA COUNTY BUILDING DEPARTMENT POLICY

Original Policy: August 5, 2005
Revised: May 27, 2009

Policy Number: BD-CSC-07-009
Permit Extensions
Application Extensions

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1. Purpose

- 1.1. The purpose of this policy is to clarify when a permit expires and includes permit extension requirements.
- 1.2. This policy includes local definitions for the terms “abandoned”, “suspended” and “Building Official” derived from Section 105.5 of the California Building Code in regards to the expiration and extension of permits.
- 1.3. This policy shall apply to all building, grading, demolition, plumbing, mechanical, and electrical permits.

2. Policy

- 2.1. It is the policy of the Building Department to protect and assist the community during the development of property achieving an acceptable living environment for the citizens of the community. It is also our policy to ensure that property is developed and maintained in a safe manner, and to support the economic strength of the County by promoting excellence in design and development standards.

3. Definitions

- 3.1 **Abandoned** - To cease from construction, repair, improvement, removal, conversion, alteration, remodel, demolition, or work in which no inspections have been performed within a six-month (180 days) period of the permit issuance date or a six-month period from the last date of inspection as noted on a job card or other Building Department records.
- 3.2 **Building Official** - Building Official is the officer or other designated authority charged with the administration and enforcement of the California Building Code, or the Building Official's duly authorized representative.
- 3.3 **Suspended** - Work that has not been inspected by the County of Nevada within six months of the permit issuance date or a six-month (180 days) period from the last date of inspection noted on the job card or the Building Department records.

4. Permit Extension Procedures

- 4.1 Every permit issued by the Building Official under the provisions of the technical codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced or is suspended or abandoned within 180 days for elevations of 5,000 feet and lower, and one (1) year for elevations of 5,000 feet and greater from the date of such permit.
 - 4.1.1 If an expired permit is less than one year old from the expiration date, the inspection fee shall be one-half the amount of the original permit provided no changes have been made or will be made in the original plans and specifications for such work. If changes or modifications have been made to the plans, new permit fees and plan check fees are to be paid.
 - 4.1.2 If an expired permit is over a year old from the expiration date, the new permit fee shall be the full original inspection fee. The original permit number may be used provided that the permit number is within the computer system. If permit is not in computer system, a new permit number shall be issued. The original permit shall be reissued, provided no changes have been made or will be made to the original plans and specifications. If a changes or modifications have been made or proposed to the plans, new permit fees and plan check fees are to be paid and a new permit number issued.
 - 4.1.3 If an expired permit is less than one year old from date of expiration and requires only a final inspection, a two-unit inspection fee is to be charged and the permit reopened. If the expired permit is older than one year from the date of expiration, full inspection fees are to be charged.
 - 4.1.4 The Building Official reserves the right to modify said fees based upon circumstances

- 4.2 Permits may be issued with a limited time when necessary to abate dangerous, substandard or illegal conditions. The building official may establish the expiration at 30, 60, 90 or 180 days depending on the health/safety hazard.
- 4.3 When a permit is being extended and no changes to the project or plans have occurred, the existing permit and permit number shall be used. The permit technician shall place notes within the existing permit as to the date of extension along with any other applicable comments. The permit technician shall change the permit status to “open” and change the applicable “date fields” within the computer.
- 4.4 When a permit is being extended and changes to the project or plans are included, a new permit and permit number shall be issued. Notes shall be placed within the old permit number indicating that a new permit number is being issued along with the reasons. The new permit number shall reference the old permit number in the “notes field”. The old permit shall be closed.

5. Permit Extension Approvals

- 5.1 All permit extensions shall be submitted to the building official for approval via the “permit extension” form. No permit shall be extended without the approval of the building official. The “Permit Extension Request Form” shall be placed in project file.

Exception: Building inspectors may open an expired permit for the purpose of finaling that permit when such permit is associated with completion of a project or a master permit.

6. Permit Application Extension

- 6.1 All permit application extensions shall be submitted to the building official for approval via the “permit application extension” form. No permit application shall be extended without the approval of the building official. The “Permit Extension Request Form” form shall be placed in project file.
- 6.2 If a permit application is expired, the applicant shall pay a reapplication fee of no less than one-half hour of time.

Approved: _____

Date: _____

Brian Washko
Building Official

Policy initiated by: Brian Washko, Building Official
Policy Approved: Brian Washko, Building Official