



COUNTY OF NEVADA
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COUNTY OF NEVADA
BUILDING DEPARTMENT POLICIES

Original Policy: January 18, 2011
Revised:

Policy Number: BD-BI 11001
Expired Permits

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1. Purpose

- 1.1 The purpose of this policy is to provide procedures for expired permits.

2. Policy

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

3. Definition

- 3.1 **Expired Permit** - A permit that is issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for period of 180 days after the time the work is commenced.

4. Procedures

- 4.1 Each business day, the Permit Technicians shall send out the expired 30 day notices generated by the permit computer system. A copy of the notice shall be placed in the inspection envelope.

- 4.2 A report shall be run every year indicating all expired permits for that year.
- 4.3 A letter shall be sent to the owner of the property and the contractor of record if applicable indicating that the permit has expired due to inactivity. The letter shall indicate the fee to reinstate the permit as established in the County Land Use Ordinance 2331, Section L-V 2.8. The letter shall indicate a thirty (30) day timeline to reinstate such permit.
- 4.4 Once the permit is reinstated the owner of the property shall request an inspection of work for which the expired permit has been reinstated.
- 4.5 The inspector shall verify that work performed meets State Building Code requirements. If work performed meets the State Building Code the permit shall be finalized. If work does not meet State Building Code requirements, a correction notice shall be issued.
- 4.6 If the owner of the property does not respond to the expired permit letter, a copy of the permit and a copy of the expiration letter shall be sent to the Code Compliance Division for enforcement.

Policy Initiated By: Brian Washko

Policy Approved: _____
Brian Washko, C.B.O.
Chief Building Official

Date: _____