

CITY OF BISBEE

PERMIT EXTENSIONS, EXPIRATION, AND FEE REFUND POLICY

Permit extensions, expiration, and fee refund requirements are covered in Sec. R105.3.2., Sec. R105.5 and Sec. 108.5 of the International Residential Code (IRC), Sec. 105.3.2, Sec. 105.5, and Sec. 109.6 of the International Building Code (IBC). **All requests must be made in writing; addressed to the Building Official.**

1. Definitions:

A. An Issued Permit is a permit that has been approved and dated by the Building Safety Department and for which the Permit Fee has been paid.

B. A Permit Date is the date the permit form was completed by the Building Safety Department.

2. Permit Expiration.

A. A permit shall expire by limitation and become null and void for any of the following reasons:

- 1) The building or work has not begun within one hundred eighty (180) calendar days after the permit date; or
- 2) The building has not received an approved inspection for 180 consecutive calendar days at any time after work is commenced.

3. Permit Extension:

A. The holder of a permit about to expire may request a one-time extension, not to exceed 180 days, if the extension is applied for in writing to the Building Official before the permit expires. The written request shall include the address, the permit number and show just cause as to why the extension should be granted.

4. Permit Renewal:

A. An expired permit may be renewed if expiration date has not exceeded one (1) year and approved plans correspond with current building codes. The renewal fee is 50% the amount for a new permit, provided no changes have been made or will be made in the original plans and specifications. Permits expired longer than one (1) year will be charged full permit fees.

5. Inspections:

A. An issued permit is valid for 180 days from the date of the last successful inspection (work which passed inspection). Failed inspections do not extend a permit. If inspection for the same work fails two times, a re-inspection fee may be charged. The fee for re-inspection is \$75/hr.

6. Expiration of Plan Review:

A. Applications for which no permit has been issued within 180 days following the date of such application will expire by limitation and plans and other data submitted for review may be returned to the applicant or destroyed by the building official.

B. The Building Official may grant a one-time extension for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

7. Fee Refunds: **Within 90 days of the issuing of the building permit and only to the person who originally paid for the permit.**

A. The Building Official is authorized to establish a refund policy.

1) The Building Official may authorize the refund of not more than 80% of the plan review fee, provided the review has not been performed. Plan review fees are non-refundable once performed.

2) The Building Official may authorize the refund of not more than 80% of the permit fee paid, provided the permit is not expired and no work has been done which is authorized by such permit.