



MEMORANDUM OF POLICY

Building Codes

FROM: Brian Pawl, Chief Building Official

DATE: June 19, 2014

APPROVED: Brian Pawl
Chief Building Official

SUBJECT: **Expired Permit Reapplication Policy**

REAPPLICATION POLICY FOR ISSUED BUILDING PERMITS THAT EXPIRE PRIOR TO CO

Building permits which have expired* in process must be re-applied for by the issuance of a new building permit specific to the needs and requirements applicable to bring the project to completion and full compliance with Pitkin County Building and Land Use Codes. A new number one permit application will need to be submitted with a full description of any and all work remaining to be completed and inspected by the owner or contractor and any supporting documentation provided for staff review.

Expired permits shall be categorized in Tiers:

Level I – Administrative Cleanup

- All required inspections completed but Permit not internally routed or other administrative oversight.
 - No contact required.

Level II – Work Completed but never Finaled/Inspected in the field

- Majority of Inspections completed with some items left outstanding.
 - Inspection of outstanding items required.
 - May be subject to scrutiny according to current code requirements depending on what stage of completion inspections ceased.
 - May be required to repeat the entire permitting process.
 - Contact by phone.

Level III – Work Abandoned in Process (abandoned means exceeded 180 days without a building/progress inspection)

- Subject to further Expired Permit review by staff and referrals to determine proper course of action.

- Must meet current code requirements.
- May be required to repeat the entire permitting process.
- Contact by registered letter.

Level IV- Work Never Started

- Must repeat permitting process.
 - Contact by registered letter.

Re-application fees shall be based on hourly charges incurred by staff for work performed in researching the property address file, reviewing the associated plans and submittals, and confirming the continued approvals of referral agencies, plus a reapplication fee of \$500.00**. This fee is not refundable if the new permit expires or is withdrawn or cancelled. The reapplication fee is payable at the time of re-application, and the remaining fees are payable upon issuance of the permit.

*expired as defined by the adopted codes and ordinances

The Pitkin County Code states that building permits are deemed to have expired if they have not been issued within 12 months of filing, and/or if work on the permit is not commenced within 12 months of its issuance, and/ or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the work is commenced.

**or \$53.50 for work minor in nature (such as zoning only or minor repair/replacement permits).