Planning, Building & Environmental Services

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A Tradition of Stewardship
A Commitment to Service

Napa County Building Division Policy for **Expired Application and Permit Renewal**

INTRODUCTION

This policy clarifies the conditions under which the active time of a building permit or application can be extended and the fees required for that extension. The Building Official may still choose to charge fees outside of this policy and grant or deny extensions within the parameters of the current California Building Code.

EXPIRED APPLICATIONS

A Permit Application that has expired per section 15.04.060 of the Napa County Code is subject to these conditions for renewal or new application, and associated fee payments as follows:

Expired < 90 days:

The renewal fee for permit applications that have been expired less than 90 days at time of renewal fee payment shall be **50%** of the total building plan review fees as determined during plan review + any other outstanding plan review fees by other county agencies.

Expired 90 days to 180 days <u>and</u> initial application made during the current CA code cycle:

The renewal fee for permit applications that have been expired 90 days or more at time of renewal fee payment, and where application was made after the current code cycle shall be **100%** of the total building plan review fees as determined during plan review + any other outstanding plan review fees by other county agencies.

For applications expired 181 days or more and
For applications expired more than 90 days with the initial application made <u>prior to the current CA code cycle:</u>

Permit applications expired 180 days or more, and expired permit applications of more than 90 days made during the prior code cycle are considered abandoned and **<u>cannot be renewed</u>**. A new permit application must be made and new plan review fees paid; same processes as for any other new permit application.

Expired Code Violation Applications:

Expired permit applications that were to correct violations will use the same methods as stated above. Extension may be granted up to a maximum of 60days.

EXPIRED PERMITS

A permit that has expired per section 15.04.070 of the Napa County Code can be reactivated provided the permit has not been expired more than 180 days, and no changes to the originally issued permit are to be made. Reactivation shall be subject to the following fee(s):

The following matrix will assist in the calculation of the fee for reactivation of expired permits. The fee percentage is taken from the original building inspection fee. In all instances the reactivation fee will be a **<u>minimum fee of $202.50</u>**. Permits with an original building inspection fee less than $202.50 will be subject to the minimum reactivation fee. In addition to this a supplemental issuance fee (currently $9.76) will be applied to all reactivations.

< 3 months	> 3 months	Level of completion
.5	Full fee	Less than half way through inspections
.25	.5	More than half way through inspections

Expired Code Violation Correction Permits
Permits that have expired to correct violations will use the same formula stated above. Expired permits older than 180 days may be reactivated at the discretion of the Building Official if the all original documents exist. **These reactivations are subject to full fees.**

EXTENDING ACTIVE PERMITS

Requests for an extension shall be submitted prior to expiration in writing to the building official and a justifiable cause provided. Permit extensions may be granted by the building official consistent with section 15.04.070 (B) of the Napa County Code. A $50.85 administrative fee will be charged for the processing of the extension. Extensions shall not be granted after a permit has been deemed expired.