
POLICY NUMBER: 26-033**RENEWAL OF EXPIRED PERMITS****PURPOSE:**

The purpose of this policy is to establish a clear, uniform, and consistent standard for the renewal of expired building permits associated with single-family dwellings, including related additions, alterations, and remodels, under the California Building Standards Code (Title 24, California Code of Regulations). This policy provides guidance to Building & Safety Division staff for the consistent application of current code requirements when construction authorized under an expired permit is proposed to resume.

POLICY:

Unless otherwise directed by the Chief City Building Official or designee, Building & Safety Division staff shall apply the following requirements when processing renewals of expired building permits for single-family dwellings and associated additions or alterations regulated under the CBC and CRC.

GENERAL REQUIREMENTS:

1. When a building permit has expired, construction shall not resume until a new building permit has been issued.
2. Construction documents shall be resubmitted and reviewed for compliance with the California Building Standards Code in effect at the time the new permit application is submitted.
3. New plan check and permit fees shall be assessed in accordance with the currently adopted fee schedule.
4. Except as specifically allowed under the exception provisions of this policy, all construction work, including work previously performed under the expired permit, and shall comply with the requirements of the CBC and CRC in effect at the time the new permit is issued.

EXCEPTION – PERMITS EXPIRED AFTER SUBSTANTIAL COMPLETION

When all required inspections have been approved except for the final inspection, construction may proceed under the following conditions:

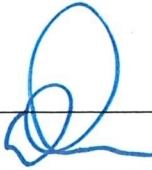
1. Revised construction documents may be required if changes have been made to the original approved plans or if revisions are necessary to demonstrate compliance with the California Building Standards Code.

2. A new building permit shall be obtained. The permit fee shall be equal to 15 percent of the current valuation of all work authorized under the original permit, plus the standard permit issuance fee.
3. *The description of work on the new permit shall state:*
 “Complete work authorized under Permit No. ____, originally issued on ____ and expired on ____.”
4. Any unfinished or unapproved work shall comply with the CBC and CRC in effect at the time the new permit is issued.
5. Except as otherwise required by this policy, portions of construction that were previously inspected and approved may remain in compliance with the building codes in effect at the time the original permit was issued.
6. Notwithstanding Items 4 and 5 above, all applicable life-safety provisions of the California Building Standards Code shall be satisfied, even if they affect areas of construction that were previously approved. These provisions include, but are not limited to:
 - o Smoke and carbon monoxide alarms
 - o Emergency escape and rescue openings
 - o Guardrails and handrails
 - o Safety glazing
 - o AFCI and GFCI protection
 - o Water heater installation and safety requirements

ANALYSIS AND RATIONALE:

This policy recognizes that construction work may have been lawfully completed and approved under prior editions of the California Building Standards Code. At the same time, it acknowledges that the CBC and CRC incorporate updated life-safety requirements intended to address evolving safety standards and risk mitigation.

By allowing previously approved work to remain under the code in effect at the time of approval, while requiring unfinished work and current life-safety provisions to comply with the code, this policy provides a reasonable and balanced approach. This ensures consistency in enforcement, fairness to permit applicants, and continued protection of life, health, property, and public welfare in accordance with the intent of the California Building Standards Code.

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| Approved: David Dent <i>Deputy Director/Chief Building Official</i> | Signature:  |
| | Date: 3/11/22 |