



This document summarizes expiration periods for various permit types and outlines the permit extension and reinstatement process.

BUILDING AND CIVIL PERMIT EXPIRATION

Every permit issued, except demolition permits and permits subject to section 114 of this code shall expire 24 months from the date of permit issuance, unless an extension is granted in accordance with PBCC section 105.5.1.

BUILDING AND CIVIL PERMIT EXTENSIONS

- A permit that has not expired, may be extended for periods of not more than one year from date of original permit expiration. The initial extension shall be a one-time extension, unless subsequently approved by the building official.
- The extension shall be requested in writing and justifiable cause demonstrated.
- The fee for a permit extension shall be 50% of the current permit fee.

Exception: A permit can be extended for 30 days if it can be demonstrated that the permit holder requires no more than two inspections per each inspection discipline to obtain a Certificate of Occupancy or Completion. The fee for this 30-day extension shall be the hourly rate for building inspections as set forth in Appendix A.2 of the Phoenix City Code, with a two-hour minimum for each inspection discipline, and shall include an administrative fee equal to two hours' minimum of the hourly rate for administrative/clerical services as set forth in Appendix A.2 of the Phoenix City Code. Additional re-inspection fees shall be collected for inspection disciplines that require more than two hours of inspections prior to the issuance of a Certificate of Occupancy or Completion.

BUILDING AND CIVIL PERMIT REINSTATEMENTS

- A permit that has expired can be reinstated for a period of not more than one year, from date of approval to reinstate, provided the following conditions are met. The initial reinstatement shall be a one-time renewal, unless subsequently approved by the building official.:
 1. No changes have been made or will be made in the original plans and specifications for such work; and
 2. The original permit expired less than one year from the date of the request to reinstate
- The reinstatement shall be requested in writing and justifiable cause demonstrated
- The fee for a permit reinstatement shall be 50% of the current permit fee

Exception: A permit can be reinstated for 30 days if it can be demonstrated that the permit holder requires no more than two inspections per each inspection discipline to obtain a Certificate of Occupancy or Completion. The fee for this 30-day extension shall be the hourly Building Safety Inspection Fees for the inspections required as set forth in Appendix A.2 of the Phoenix City Code, two-hour minimum for each inspection discipline, and shall include an administrative fee equal to minimum two hours of the hourly rate for plan review services as set forth in Appendix A.2 of the Phoenix City Code. Additional re-inspection

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

fees shall be collected for inspection disciplines that require more than two hours of inspections prior to the issuance of a Certificate of Occupancy or Completion.

DEMOLITION PERMITS

- Demolition permits shall expire if the work for such permit is not completed within 60 days from the date of the permit issuance.
- A demolition permit that has expired may be reinstated for a period of not more than 30 days, provided no changes have been made or will be made in the original plans and specifications for such work.
- A demolition permit may be extended once for a period not to exceed 30 days
- The reinstatement or extension must be requested in writing and justifiable cause demonstrated
- The fee for reinstatement or extension of a demolition permit shall be 50% of the current permit fee

BUILDING PERMITS SUBJECT TO IBC SECTION 114 (VIOLATIONS)

- Permits subject to IBC section 114 must be completed within 180 calendar days from the date of permit issuance
- A one-time extension, not to exceed 90 calendar days, may be granted by the building official and is subject to a fee as set forth in Appendix A.2 of the Phoenix City Code (50% of the double permit fee, but not the investigation fee or jobsite meeting fee)
- Applications for permit extensions must be received prior to expiration of the permit

FIRE PERMIT EXTENSION

- The fire code official is authorized to grant one or more extensions of 180 days each
- The extension shall be requested in writing and justifiable cause demonstrated
- The fee for a permit extension shall be 50% of the current permit fee

FIRE PERMIT REINSTATEMENT

- A fire permit that has expired can be reinstated and the work authorized by the permit can be recommenced provided all the following conditions are met:
 1. The code and standards under which the original permit was issued and other laws which are enforced by the Phoenix Fire Department have not been amended in any manner which affects the work authorized by the original permit; and
 2. No changes have been made or will be made in the original plans and specifications for such work; and
 3. The original permit expired less than one year from the request to reinstate
- The reinstatement shall be requested in writing and justifiable cause demonstrated
- The fee for a permit reinstatement shall be 50% of the current permit fee
- Where the request for reinstatement does not comply with the preceding criteria, a new permit shall be required, including payment of full plan review and permit fees

REQUEST TO EXTEND OR REINSTATE

All extension and reinstatement requests must be submitted in writing on a Permit Extension/Reinstatement Application. Completed applications shall be submitted to the Plan Review Section secretary. The secretary will then forward the application to the appropriate staff for review and processing.

PROCESS

- Staff reviews the application for completeness and determines whether the permit can be extended or reinstated.
- Staff completes “Staff Use Only” section of application.
- If the application is **denied**:
 - Staff specify the reason for the denial of the request in KIVA under the Permit Comments field (Query>Permit>Number, enter permit number>F8>Permit>Comments, enter comments>F10).
 - Staff send a copy of the application to the applicant with the reason for the denial of the request.
 - The original application is sent to Records to be scanned in SIRE.
- If the application is **approved**:
 - Staff specify the new expiration date (if applicable) and amount due on the application.
 - Staff specify approval of the extension/reinstatement and new expiration date (if applicable) in KIVA under the Permit Comments field (Query>Permit>Number, enter permit number>F8>Permit>Comments, enter comments>check Print on Permit>F10).
 - Staff notify the applicant of the extension/reinstatement approval, fees due and directs them to the Payments and Submittals (P&S) counter for payment.
 - The original application is forwarded to the P&S Counter.
- P&S staff enter the appropriate fee in KIVA under the Fee Calculation screen.
- P&S staff take payment for the extension/reinstatement.
- P&S staff update the expiration date in KIVA under the Permit Manager screen and verify the permit status is OPEN (change from EXPR to OPEN if permit is not open).
- When saved (F10), KIVA will automatically add default comments under Permit Comments.
 - P&S staff must add the following comment, “Permit reinstatement / extension (whichever is applicable) approved.”
- P&S print updated permit for customer and send revised copy to inspector in KIVA (Permit>Issue Pmt>Send Updated Permit Info>check “Revised to Inspector” and “Reprint the Permit”>OK).
- P&S staff forward application to Records to be scanned in SIRE.

PREVIOUS PROJECT COMPLETION PERMITS

- Permits that are expired for one year or more shall not be reinstated or extended. A new permit to complete work under previous project is required.
 1. If the code cycle under the original permit has changed, a new submittal is required for the new permit. All required plans shall be updated to show the completed work and extent of the remaining work. New plans shall show compliance with all current codes, ordinances and policies.

Exceptions:

 - Expired permits (other than Civil and Fire permits) that passed all applicable inspections, except for final inspection, may purchase an inspection only permit provided the original approved plans are available at time of permit application.
 - New plan requirements may be appealed to the Team Leader or supervisor. Appeals must demonstrate justifiable cause or rationale for release from new code requirements. All appeals are at the discretion of the Team Leader or supervisor.
 2. If the code cycle under the original permit is the current code cycle adopted, the original permit's approved plans may be used for the permit to complete previous project. The approved plans must be presented at the time of permit application.

Process

- Customer completes a Permit Application and under Description of Work, enters "Complete Work started under Permit (enter original permit type & number)"
- PDD employee creates a new permit in KIVA using the original permit as the parent. Permit type shall be identical to the original permit type unless the original permit type is RSF. Permits to complete work started under an RSF permit shall be type RSME.
- The name of the new permit shall be: Complete Previous Project: (enter original permit number)
- The Structural Classification shall be: 099 COMPLETION OF PREV PERMIT/STAFF CONSULT
- The Permit Scope Code shall be: PREV PROJ. This scope requires entering information to complete. PDD employee shall complete the scope per the directions contained in the scope template.
- Permit fees shall be based on the type of permit as listed below.

Permit Fees and Permit Durations

Plan review fees are assessed independently from permit fees. All plan review fees associated with Previous Project permits shall follow the current Fee Schedule TRT document:

https://www.phoenix.gov/pddsites/Documents/TRT/dsd_trt_pdf_00042.pdf

Commercial Permit Fees

- Permit fees shall be based on the valuation of the remaining work unless a supervisor or Team Leader approves fees based on number of inspections required.

Civil and Fire Permit Fees

- Permit fees shall be based on the plans submitted and the valuation of the work.

Residential Permit Fees

- Permit fees shall be based on number and type of inspections passed under the original permit, or by the number of inspections required to complete work.

New construction or remodel permits:

<u>Passed Inspections</u>	<u>% of Original Permit fee</u>	<u>(fee factor)</u>
A. None	100%	1
B. Pre-Slab	95%	.95
C. Strap & Brace	50%	.5
D. Rough Plumbing, Electric & Mechanical*	40%	.4
E. Pre-Drywall	\$300	**

*All three disciplines must be passed.

- Fee calculation:
For A, B, C, D, enter fee code: RESADDPMT, enter the original permit's valuation under QTY, and enter the fee factor from the above chart.
**For E, when only a final inspection is required to complete the project, use fee code: BSRINSP and enter "2" in the QTY. (allows 2 inspections to pass final)
- Check the original permit for special requirements (fire sprinklers, special inspections, retention, flags, etc.) and ensure the new permit has all the same requirements as the original permit.