PROJECT PROGRESS / PERMIT EXPIRATION

The YCABC Section 105.5 Expiration states, “Every permit issued shall become invalid unless the work authorized by such permit has commenced within 180 days after its issuance and a valid inspection or subsequent valid inspection as detailed by Section 110 is obtained every 180 days thereafter. The building official is authorized to grant up to two (2) extensions of time for a period of not more than 180 days each. Permit extensions shall not be approved consecutively. Approval of a second extension shall only be authorized by the Chief Building Official. All requests for extensions shall be in writing prior to permit expiration and with justifiable cause demonstrated. Every permit issued shall become invalid within three and a half (3 ½) years from the issued date including all extensions of time. An expired permit shall only be renewed once provided no changes have been made or will be made in the original issued construction documents and the renewal application is submitted with one (1) year of the expiration date”.

In the event there is no activity on a valid issued permit, as a courtesy, the Building Safety Unit will send a notice 30 days prior to the 180 day expiration date. See “Notice of Pending Expiration” card attached.

Failure of the Building Safety Unit to send a “Notice of Pending Expiration” does not relieve the permittee of the responsibility to comply with the ordinance requirements. If there is no activity or response, the permit will be expired and a “Notice of Code Violation” will be issued and forwarded to Land Use for recordation. In the case of extension expiration, a letter will be sent 15 days prior to the expiration date to advise the extension is due to expire. See example #2 attached.

In the event that the permittee needs to obtain an extension, the “Extension Request Form” will need to be completed and a $25.00 fee paid for each permit, excluding supplemental permits, prior to the approval of the extension. If a second extension is needed the “Extension Request Form” will again need to be completed and a $50.00 fee paid for each permit. The applicant must show “justifiable cause” for the extension requested. See “Extension Request Form” attached.

Compliance is still a requirement by a given date (indicated) and failure to do so will result in the permit being expired and the matter being scheduled before the County Hearing Officer for enforcement. Sanctions (fines) may be levied.

When the permit is expired, a building inspector shall make a visit to the site, take photos, and determine the existing status of the structure.
NOTICE OF PENDING EXPIRATION OF BUILDING PERMIT

Parcel #: __________________________ Expiration: ______________________

Permit #: __________________________

Project: ____________________________

Please contact the office indicated below to schedule an inspection or request an extension. **NOTE: A $25.00 fee per permit shall apply.**

You may apply for a 2nd extension subject to the approval of the Chief Building Official. **NOTE: A $50.00 fee per permit shall apply.**

- **Prescott office:** 1120 Commerce Dr., Prescott, Az 86305 (928) 771-3214
  Inspection request: (928) 771-3597

- **Cottonwood office:** 10 S. 6th St., Cottonwood, Az 86326 (928) 639-8151
  Inspection request: (928) 639-5824

Thank you, Building Safety Unit

Yavapai County Development Services
Building Safety Unit

As approved by Advisory & Appeals January 14, 2015.
REQUEST FOR EXTENSION OF A BUILDING PERMIT  
(YCABC § 105.5)

Building codes adopted by Yavapai County allows up to two (2) extensions on a building permit as long as there is a request for an extension. The extensions shall be in writing prior to permit expiration and with justifiable cause demonstrated. The extension, if granted, can be for a period of up to 180 days (6 months) each.

An approved inspection is required prior to the end of the extension period. Failure to obtain a required inspection and approval before the end of the extension period will result in the permit being expired without further notice to the applicant.

An extension does not release the permittee from obtaining required inspections and no work that requires an inspection is to be covered up. Permits may not be extended more than twice. In some instances, an “extension inspection” will need to be performed to detail the work performed to date. If this is required, you will be contacted to arrange a date for the inspection.

PLEASE NOTE: Submittal of this application does not grant an extension. This application will be returned to you within 2 weeks from submittal with the determination of this division entered on the back of this form.

PARCEL NUMBER (APN): ___________________  BUILDING PERMIT #: ___________________

TYPE OF CONSTRUCTION: __________________________________________________________

PERSON REQUESTING EXTENSION:  • OWNER  • APPLICANT  • AGENT  • OTHER

OWNER: ____________________________________________  PHONE: ( )_____________________

MAILING ADDRESS: __________________________________________________________________

____________________________________________________________________________________

FEE FOR EXTENSION:  • $25.00 Initial  • $50.00 2nd Extension

REASON FOR EXTENSION:
____________________________________________________________________________________

____________________________________________________________________________________

ADDITIONAL INFORMATION:
____________________________________________________________________________________

____________________________________________________________________________________

Signature of Applicant/Permittee  Date

As approved by Advisory & Appeals January 14, 2015.
Date Request Received: ___________________________  Date Determination Mailed: ________________  
Date Permit Issued: ________________

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<th>Last Inspection Date:</th>
<th>Type Of Inspection:</th>
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<td>Corrections Required: ______ Yes ______ No</td>
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INSPECTOR’S COMMENTS:  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

DETERMINATION OF DIVISION FOR REQUEST FOR EXTENSION

APPROVED

REQUIRED INSPECTION AND APPROVAL REQUIRED BY: __________________________________________  
Failure to obtain required inspection and approval by the date specified will result in the expiration of the permit without further notice to the applicant.

DENIED

REQUIRED INSPECTION AND APPROVAL REQUIRED BY: __________________________________________  
Failure to obtain required inspection and approval by the date specified will result in the expiration of the permit without further notice to the applicant.

Reason for denial of the request for extension:  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

Date of Determination: ___________________________  
Determination made by: ___________________________  
Title: Senior Building Inspector

As approved by Advisory & Appeals January 14, 2015.
Extension Expiration Letter

Subject: Expiration of Permit

Date: 
Parcel #: 
Permit #: 
For: 

This letter is to inform you that the extension granted on the above referenced permit is due to expire on __________. 

To avoid the expiration of this permit, please receive an inspection by ________________. To request an inspection, please call the Inspection Request Line at (928) 771-3597. If the permit is allowed to expire on a partially constructed project, a Notice of Code Violation may be recorded with the County Recorder with reference to this parcel. Electrical power and other utilities may be disconnected, and vacation of the structure may be required. The matter may also be referred to the County Hearing Officer and/or County Attorney for enforcement. Sanctions (fines) of up to $750 per day may be levied if the matter is referred.

If you have any questions, please contact this office at (928) 771-3214.

Sincerely,

Suzanne M. Jordan

Suzanne M. Jordan
Administrative Aide
Building Safety Unit