



DEPARTMENT OF COMMUNITY DEVELOPMENT

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BROCHURE #7 **BUILDING PERMIT EXPIRATION**

Q. How long is my building permit active?

A. Building permits shall expire and become invalid one (1) year from the date of permit issuance. You will receive an expiration letter thirty (30) days prior to expiration allowing you the option to renewal for a fee for an additional year, up to five (5) years.

Q. If I'm not ready for an inspection within 1 year, can I keep my building permit active?

A. Yes, by mailing in your annual renewal payment prior to the permit expiring. We understand some owner / builders need additional time to complete their project, however we do encourage you to start early.

Q. I have received an extension each year for five (5) years. I have not finished my project and my permit is about to expire again, can I prevent my permit from expiring?

A. A permit is eligible to receive renewals for up to five (5) years. After the fifth (5) year the permit can be renewed for an additional year by mailing in your annual renewal fee and include a written request for extension to the Building Official. These requests are reviewed on a case by case basis. Work is required to have already commenced and annual inspections to show progress are required.

Q. I received a letter stating my permit will expire next month, what do I do?

A. If you are ready for your final building inspection, call (360) 379-4455 to request your building inspection. If you are not ready for your final inspection, submit a renewal payment prior to permit expiration. If your permit is over five years old include a written request for extension to the Building Official.

Q. Which building permits are not eligible for annual renewal?

A. Building permits for mechanical work, bulkheads, docks, mobile / manufactured homes, solar panels, and remodels are good for one (1) year only unless a written request is submitted and approved by the Building Official.

Q. What happens if my building permit expires before my project is complete?

A. An expired building permit can be "re-issued", and may be subject to additional fees.

Q. What happens if my building permit has been expired for more than 1 year?

A. To renew action on the permit, a new full application may be required depending on the work that was inspected and approved before the permit expired. Current fees may also be required. If any changes to the approved plan are proposed, it will be necessary to submit a new plan and permit application. However, there are a few exceptions, so please check with DCD to obtain information specific to your circumstance.