



DURATION OF PERMITS AND APPLICATIONS

Permit Type	Longevity	Milestones/How to Extend
Building and Trades Permits (includes residential and commercial building, plumbing, HVAC/Mechanical, gas, electrical, sign, and demolition permits)	First inspection required within 6 months of permit issue date, and majority of project completed within 2 yrs.	Applicant required to request extension prior to expiration of permit. If initial inspection has not been requested prior to expiration date, permit will be void.
Zoning Permits	1 year	Permit is void after 1 year if no building permit is obtained and construction commenced. The planning director may grant an extension to this time period subject to the staff permit procedure set forth in <u>section 9-4-7</u> .
Demolition/Relocation Reviews	24 months	Demolition/Relocation permit must be pulled and applicable work completed prior to expiration.
Certificate of Appropriateness	6 months	COA may be held for 6 months after approval and prior to issuance, and is eligible for a 6-month extension if requested prior to expiration.
Home Occupations	No expiration	Annual renewal of business license required to be submitted to Finance Department
Variances, Planned Developments, Rezones	Permanent	n/a
Special Use Permit	5 years to pull a Building or Zoning permit	Applicant can ask for a one-time 5-year extension from the Director if they can show they made a good faith effort to obtain permits
Land Disturbance Activity Permit	6 months	Permits will expire after six months from date of issuance. If a project is not complete at that time, a written request for permit extension to the Local Issuing Authority must be submitted by the permittee 30 days prior to the permit expiration date 8-3-5.
Utility Extension Permit	1 year	If utility work has not begun within 1 year of pulling the permit, then it is void.
Plans Review Application	6 months	If no applicant activity has occurred on an application for six months the Planning staff shall notify the applicant in writing that the application has become inactive. The applicant shall be granted an additional six months upon written request. If an extension is not requested within 30 days of the notice of inactivity, the application shall be deemed withdrawn and the file shall be closed. If the file is closed, then a subsequent application shall be considered a new application.

Temporary Structure	Max 90 days	Not to exceed 90 days in duration unless an extension is obtained from the building department upon just cause.
Preliminary Plat	3yrs	If site plans required, must be approved prior to expiration. If no site plan required, final plat must be approved prior to expiration. One possible 1-year extension if applicant requests to Planning Director at least 30 days prior to expiration.