



DURATION OF PERMITS AND APPLICATIONS

| <u>Permit Type</u> | <u>Longevity</u> | <u>Milestones/How to Extend</u> |
|---|---|--|
| 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 If an extension is not requested within 30 days of the notice of inactivity, the application shall be deemed withdrawn and the file shall be closed.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 possibly 1-year extension if applicant requests to Planning Director at least 30 days prior to expiration. |