

Title: <i>Permit Time Limitations</i>	SOP #: <i>C.D. – B.1</i>
Departments/ Divisions Community Development Building Services	Reference:
Original Date: <i>1/07/2016</i>	Revision Dates:
Review Committee:	<i>Bruce Freckleton, Brent Bjornson, Sam Zahorka, Emily Kane</i>

Background The Community Development Building Services Department collaborates with our customers to permit work that improves the livability and economic vitality of our city. This Procedure is intended to provide ample opportunities to developers and owners to complete their projects with as much flexibility as possible. This Procedure refers to the code requirements, criteria, and the processes through which the Building Official or delegate of the Community Development Department may extend and/or cancel commercial and residential building permit (s).

Purpose The purpose of this procedure is to provide a transparent and consistent decision making process related to permit time limitations. This procedure will provide criteria to extend and/or cancel permits for failure to pursue issuance, commence the permitted work or abandonment of such work for periods exceeding 180 days in compliance with the adopted International Building Code, International Residential Code, and Title 10 of the Meridian City Code.

Policy **Code Authority**

The Building Official is granted the authority to extend or cancel permits under the International Building Code, the International Residential Code, and Title 10 Meridian City Code.

Criteria

The criteria used to evaluate written requests for extension or cancellations are as follows:

1. Good Faith Effort
Building codes stipulate that when an applicant is acting in good faith the applicant may be granted an extension. Permit extensions shall be requested in writing and justifiable cause demonstrated. Below are some examples of good faith as it applies to permits in process:
 - a. If a permit is In Progress status and corrections have been issued, a good

faith effort would be submitting complete responses to those corrections and /or moving forward with dedications, adjustments, or appeals as necessary to satisfy all outstanding reviews prior to permit issuance.

- b. If a permit is in Approved to Issue status, good faith effort would be picking up and paying for the permit within 180 days after notification that the permit is ready to be issued.
- c. If a permit is in Issued status, good faith effort would be commencing work and calling for and performing an inspection within 180 days.
- d. If a permit is in Inspection Phase status, good faith effort would be to continue working on the project and calling for and performing an inspection.

2. Justifiable Cause

Having a good cause or reason why the project has been unable to move forward at this time. For example, you are unable to secure financing.

3. Abandoned

Applications shall be deemed abandoned if:

- a. No plan review correction responses have been received in 180 days from the date of application;
- e. The permit has been in Approved to Issue status for greater than 180 days after notification that the permit is ready to be issued;
- b. No written requests for an extension have been submitted; or
- c. No inspections have been requested or performed within 180 days of permit issuance, or from the date of a previous inspection.

Each extension request will be evaluated based upon the impact code changes would have upon conformance with current code. As a general rule, the Community Development Building Services Department will not extend permits that are older than one code cycle.

Fees

If the permit is cancelled or expired, re-submittal of the project will require it be designed to current code (s). New review fees will be assessed at the current rates. Other permit fees associated with the project will be assessed at the current rates.

Procedure

The notification process of proposed cancellation for all commercial and residential building projects in all folder statuses is described below:

1. Permits without activity (i.e. In Progress, Approved to issue, Issued, Inspection phase) beyond 180 days are subject to this procedure.
2. The permit applicant will be notified in writing, 30 days prior to the cancellation of any permit or referral to further enforcement.


3. Written requests for permit extensions will be reviewed by the Building Official or designated individual.
4. First extension requests are typically be granted (90 days for Commercial or Residential).
5. Approval and denials of extension requests will be sent to the applicant, with a copy to the property owner.
6. Enforcement
Once an issued permit has been expired, and depending on the status of the project, the Building Official shall determine if enforcement action is needed and elevate to the legal department for direction.

Definitions

The status descriptions below illustrate at what stage in the permitting process a project is.

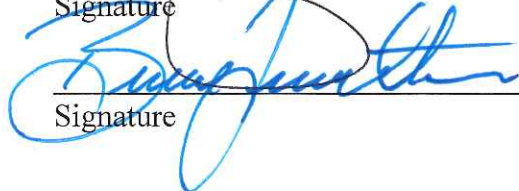
1. In Progress: Owner or owner's representative have presented plans for review to the Community Development Building Services department. A folder has been created in the database and the application fees have been paid. Permit submittals are being reviewed by the necessary departments in relation to the project description.
2. Approved to Issue: All technical reviews have been completed and approved by all reviewing departments and the permit is ready to be issued.
3. Issued Status: The permit has been issued and picked up by the applicant. Permitted work has commenced but no inspections have been requested or performed.
4. Inspection Phase: Permitted work is occurring and at least one inspection has been scheduled.

Certified Building Official


Signature

3/2/16
Date

Development Services Manager


Signature

3-2-2016
Date