



Building Permit Expiration and Extension Policy

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1. Purpose

- 1.1** The purpose of this policy is to clarify the requirements of the WA State adopted building code/s as reference within the Mason County Code, Section 14.08.040. Additionally, this policy includes permit extension and plan review application extension requirements.
- 1.2** This policy includes definitions (denoted in *italics*) related to various terms used within the codes and other recognized publications for purposes of interpretation.
- 1.3** This policy shall apply to all construction permits governed by applicable federal, state and locally adopted codes and standards.

2. Policy

- 2.1** It is the policy of the Community Development Department to protect and assist the community during the development of property including completion of construction projects which if not completed in a timely manner could result in unsanitary, dangerous, or unsafe conditions. The intent of the adopted codes is to allow ample time to complete work associated with a permit issued by the county. While the county strives to ensure projects are allowed ample time for completion, the county endeavors to ensure this is done within a reasonable period of time as specified by code. During construction, the expectation is that ***substantial work*** is completed on an ongoing basis in order to ensure compliance with the intent and purpose of the codes and expiration of permits.

3. Definitions

- 3.1 Abandoned** - To cease from construction, repair, improvement, removal, conversion, alteration, remodel, demolition, or work in which no inspections have been performed within a six-month (180 days) period of the permit issuance date or a six-month period from the last date of inspection as noted on a job card or other building department electronic records.
- 3.2 Building Official or Code Official** - is the officer/s or other designated authority of the jurisdiction charged with the administration and enforcement of the Building Codes. The *building official* may be an assigned staff member as designated by the Community Development Administrator and assigned specific duties related to compliance with this policy.
- 3.3 Cause** – That which impacts a result in the permitting and inspection sequence, without which the result would not have occurred. *Cause* can be subjective; a discussion of circumstances may be needed to ensure clarity and use.

3.4 Substantial Work - *Substantial work* means enough work is completed in order to be prepared for the next required inspection. *Substantial work* does not mean a progress inspection wherein no work has been completed since the previous approved inspection. Should delays be caused during a project wherein a permit is in jeopardy of expiration, the permit holder must contact the county for extension demonstrating “cause” for consideration of the extension.

3.5 Suspended - Work that has not been inspected by the County within six months of the permit issuance date or a six-month (180 days) period from the last date of inspection noted on the job card or the Building Department records.

4. Permit Extension Procedures

4.1 Every permit issued by the County under the provisions of the technical codes shall expire by limitation and becomes null and void if the building or work authorized by such permit is not commenced or is **suspended** or **abandoned** within 180 days from the date of such permit issuance or the last inspection.

4.1.1 If an expired permit is **less than** one year old from the expiration date as defined, it may be reinstated with the fee of one-half the amount of the original permit or a fee commensurate with the work remaining to be completed as approved by the *building official*. If only a final is required; the County will charge a fee necessary to provide for administrative and inspection fees at the current fee rate based on the hours involved with a 1-hour minimum for each.

4.2 Permits may also be issued with a limited time, when necessary, in order to abate dangerous, substandard, or illegal conditions. The *building official* may establish the expiration at 30, 60, 90 or 180 days depending on the health/safety hazard and the urgency of the need for completion.

5. Permit Extension Approvals

5.1 All permit extensions shall be submitted to the permit center for approval via written request. No permit shall be extended without the approval of the *building official*. The “Permit Extension Approval” shall be placed in project file. Permits may only extend one time unless good *cause* is demonstrated showing that circumstances beyond the control of the permit holder were applicable.

6. Permit Application Extension

6.1 Permit applications shall expire pursuant to applicable code provisions and/or other statutes. If an extension is required for an application; it shall be submitted to the permit center for approval via written request. No permit application shall be extended without the approval of the *building official*. The “Permit Extension Approval” shall be placed in project file.

6.2 If a permit application is expired, the applicant shall pay a reapplication fee commensurate with the cost for administration of reinstatement with a minimum charge of 1-hour at the current rate.

7. Retention of Expired and Abandoned Permits

7.1 An expired, cancelled, or abandoned permit that is **more than** one year old from the expiration date as defined in Section 4.1, will be subject to destruction per RCW 42.56 and MCC14.08.040.

Approved: *Kell Rowen*
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Date: 10/12/22

If you have any questions, please contact Mason County Community Development at: (360) 427-9670.