



Planning and Development Services
Policy

Subject/Title: Temporary policy for extending permit expiration dates during closure due to "Stay Home Stay Safe" Proclamation 20-25

Number: PL1-74-005

Effective Date: April 14, 2020

Submitted By: Mark Personius– Planning and Development Director *MP*

Reviewed By: Management Team Review

Approved By: Mark Personius, AICP - Director

Statement: The purpose of this policy is to grant extensions for any of the following active permits: Single Family Residence (SFR), Detached Accessory Structures (DET), Commercial (COM), Manufactured/Mobile Homes (MOB), Mechanical permits (MEC) and Plumbing permits (PLB), here after referred to as "Building Permits" that are due to expire during the "Stay Home Stay Healthy" Proclamation.

Reference: The current adopted code section WCC 15.04.050 (IBC section 105.5 and IRC 105.5) The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justified cause demonstrated.

Building Permit Expiration Policy PL1-74-002Z

Fees per UFS #8078

Procedure: The PDS Director authorizes an automatic 180 day extension for any active issued building permit expiring during the Governor's Safe Start and beyond, until further notice. 180 day extensions are already allowed by WCC 15.04.050. This Policy directs that the current requirement that "*[t]he extension shall be requested in writing and justifiable causes demonstrated*" will be waived for the effective period of this Policy. PDS will carry out this directive by automatically granting the permittee a 180 day extension on their expiring permit. In addition, PDS will waive any associated permit expiration processing fees during this time period (see UFS #8078).