

Permit Extensions, Expirations and Fee Refunds

(This applies to Planning, Engineering, and Building fees.)

1. Permit Expiration

- A. A permit shall expire by limitation and become null and void for any of the following reasons:

Planning/Building

- 1) The building or work has not begun within one hundred eighty (180) calendar days after the permit date; or
- 2) The building has not received an approved inspection for 180 consecutive calendar days at any time after work is commenced.

Engineering

- 1) The work specified on the permit has not begun within one (1) year of the issuance date; or
- 2) The work specified is suspended or abandoned for a minimum of one (1) year.

2. Permit Extension

Planning/Building

- A. The holder of a permit about to expire may request a one-time extension, not to exceed 180 days, if the extension is applied for online with the Development Services Department before the permit expires. The online request shall include the address, the permit number and show just cause as to why the extension should be granted.

Engineering Permits

- A. An extension must be requested prior to the permit expiration date, preferably within one (1) month of expiration, by the holder of the permit. A one-time extension may be granted. The new expiration is not to exceed one (1) year. The request shall include the location, the permit number, and show just cause as to why the extension should be granted. If an issued permit remains dormant for 2 years, applicant will have to apply for a new permit. If the permit has not been issued, a 6-month max extension may be granted with justification.



Engineering Right of Way and Traffic Control

- A. Permit extensions requested on ROW and TRRC's are at the discretion of the City's Engineer. It is a case-by-case decision to grant or not to grant extensions. The request shall be emailed. It needs to include the location, the permit number, and show just cause as to why extension should be granted.

3. **Permit Reinstatement**

Planning/Building/Engineering

- A. An expired permit may be renewed if expiration date has not exceeded one (1) year and approved plans correspond with current building codes. The renewal fee is 50% the amount for a new permit, provided no changes have been made or will be made in the original plans and specifications. Permits expired longer than one (1) year will be charged full permit fees.
- B. If there were increases to our impact fees after the expired permit was issued, the latest impact fees will apply; minus any impact fees paid for on the expired permit.

4. **Inspections**

Planning/Building/Engineering

- A. An issued permit is valid for 180 days from the date of the last successful inspection (work which passed inspection). Failed inspections **do not** extend a permit. If inspection for the same work fails two times, a re-inspection fee may be charged. The fee for re-inspection is \$100/hr.

5. **Expiration of Plan Review**

Planning/Building/Engineering

- A. Applications for which no permit has been issued within 180 days following the date of such application will expire by limitation and plans and other data submitted for review may be returned to the applicant or destroyed by the city's developments services department.
- B. The development services department may grant a one-time extension for action by the applicant for a period not exceeding 180 days with an online request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.



6. Fee Refunds

- A. The City's Development Services Department is authorized to establish a refund policy. Therefore, listed below is the modified policy as of 07/03/2024.

Planning/Building

- 1) The city may authorize the refund of not more than 80% of the plan review fee, provided the review has not been performed. **Plan review fees are non-refundable once performed.**
- 2) The city may authorize the refund if not more than 80% of the permit fee paid, provided the permit is not expired and no work has been done which is authorized by such permit.
- 3) Impact fees paid for on expired or cancelled permits may be refunded, provided no work has been performed which has been authorized by such permit.

Engineering

- 1) The city may authorize the refund of the plan review fee minus a processing fee, provided the review has not been performed.
- 2) The city may authorize the refund of the permit fee minus the base fee (\$45 non-utility, \$50 utility), provided the permit is not expired and no work has been done which is authorized by such permit.
- 3) If the permit has expired and the date has not exceeded one year, the city may authorize the refund of not more than 80% of the permit fee paid, provided no work has been done which is authorized by such permit.

*Note: Development Services general email, dsd@maricopa-az.gov

