

MCBCS APPLICATION/PERMIT EXPIRATION & REFUND POLICY
Effective 03-30-2010

- 1) Permit Application/Plans Submittal:
 - a) Applications for which no permit is issued within one hundred eighty (180) days following the date of the application submittal (date of fee payment) shall expire.
 - b) The application may be extended for a period not to exceed an additional 180 days upon written request by the applicant. No application will be extended more than once;
 - c) Expired applications, plans and other data submitted for review may be returned to the applicant or destroyed;
 - d) Permit applications may be renewed after expiration, based on the following:
 - i) A new permit number will be given.
 - ii) The applicant will be required to submit a new application, two sets of new plans and other supporting documentation (may be waived if still on file)
 - iii) The expiration has not exceeded one year
 - (A) Same Code in effect at time of renewal:
 - (a) A new permit fee shall be required, based on a valuation of ½ the valuation of the original permit. New plan review fee will not be required;
 - (B) New Code in effect at time of renewal:
 - (a) The project will be required to comply with the requirements of the new code, a new permit and plan review will be required based all fees and schedules in effect at the time of the new application.
 - iv) Expiration has exceeded one year;
 - (A) A complete new application will be required, based on all fees and schedules in effect at the time of the new application.
 - v) If any fees are refunded, the application may not be renewed. A complete new application and fees will be required if the project is subsequently reactivated.
 - vi) Zoning, sanitation and other approvals will be required at time of renewal for all expired permit applications.
- 2) Permit Issued:
 - a) Every permit issued will expire and become null and void if the building or work authorized by such permit is not commenced or if the work authorized by the permit is suspended or abandoned at any time for a time exceeding one year from the date of issuance of such permit;
 - b) Suspension or abandonment is defined as failure to call for an inspection for any period exceeding one year.
 - c) An unexpired permit may be extended one time only for a period not to exceed one year. The request for extension must be in writing or e-mail.
 - d) No permit will be permitted to remain active longer than three years from date of issuance. Permits in existence longer than three years from date of issuance will be expired and subject to the renewal process below.
 - e) Permits expired longer than two years may not be renewed and no further inspections will be made.
 - f) Before work can be recommenced on an expired permit, or an inspection being made, the permit must be renewed or an inspection fee paid. The inspection/permit fee is as follows:
 - i) Structural & Commercial Mechanical Permit.

- (A) If the work has been completed, all previous inspections made, with no subsequent re-inspections required and the only inspection remaining is the final inspection, an hourly inspection fee may be paid, based on \$65.00/hour. Subsequent required re-inspections will also be \$65.00/hr.
- (B) If more than a final inspection remains, the re-activation fee will be based on ½ the valuation of the project, based on the valuation at time of the original application.
- ii) Residential Mechanical – based on the minimum permit fee;
- iii) Electrical/Plumbing – based on the minimum permit fee;
- iv) Manufactured Home;
 - (A) If the work has been completed, all previous inspections made, with no subsequent re-inspections required and the only inspection remaining is the final inspection, an hourly inspection fee may be paid, based on \$65.00/hour;
 - (B) If more than a final inspection remains, the re-activation fee will be based on the full manufactured home setup permit fee, based on the fee at time of the renewal.
- v) The hourly fees as noted may be paid in lieu of the specified permit fee at the discretion of the applicant. Whenever an hourly fee is paid, the fee will include travel and report writing. If re-inspections are required, additional hourly fees will be required. A minimum of one-hour fee (or greater, depending on estimated total time) will be payable prior to each inspection.
- 3) Dates of expiration, renewal times etc are based on the actual date of the permit application or issuance, independent of the date the file is actually determined to be expired by staff.
- 4) Refunds will only be made subject to written request of the applicant. Plan review or permit fees may be refunded in accordance with the following:
 - i) Requests for refund must be made prior to the application or permit expiration.
 - ii) Plan Review Fees: May only be refunded if no work has commenced on the plan review;
 - iii) Permit Fees: May be refunded for permits not issued, or if the permit is issued, the work has not begun and no inspections have been made.
 - iv) If the payment of fees was subsequent to compliance action, then the project removed or abandoned, no refund will be permitted.
- 5) All permit renewal and hourly inspection fees are subject to the Building Code Division surcharge requirements (currently, 12%)