



Community Development Department

11 English Street

Petaluma, CA 94952

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Building Division

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Petaluma Building Division Policy **Permit Application and Permit Extension Request**

Basis for Policy

Current California Building Code, Section 105:

CBC 105.3.2 Time limit of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each.

105.5.1 Expiration.

[BSC] On or after January 1, 2019, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. 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 justifiable cause demonstrated. (See Health and Safety Code Section 18938.5 and 18938.6.)

Policy

This policy utilizes the adopted California State Building Code provisions for policy. The building official is authorized to establish a permit extension policy per current 2022 California Building Code 105.

An application for permit shall be reviewed for completeness and appropriate fees paid. The application shall be deemed complete when approved. Where the application and/or construction documents are revised extensively in terms of scope of work, location on subject parcel, or architectural features the building official may require a new application.

Permit Application:

1. An application deemed complete by City staff shall become invalid 180 days from the date of filing.
2. Where the application has been pursued in good faith, an extension request for additional 90 days may be made to the building official. Examples of pursuing in good faith include completed plans examination, payment of plan review fees, or resubmittal of construction documents.
3. The building official is authorized to grant one or more extension for a period of 90 days each for each expired permit application.

Building Permit:

1. Building permit and construction documents shall be come invalid 12 months from the date of the permit issuance, unless the work authorized by the permit is commenced as evidenced by approved inspection.
2. The building official may authorize one or more extensions for a building permit for periods of not more than 180 days each.
3. The extension shall be requested in writing and justifiable cause demonstrated.

Extension Request

Name of permittee (applicant): _____

Permit address or parcel: _____

Building Permit or Permit application number: _____

Date permit issued: _____

Reason for extension request, Justifiable cause, and Additional time requested to complete application or permitted work: _____

Permittee Name: _____

Signature: _____

Date: _____

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Approval Name: _____ Title _____

Signature: _____

Date: _____