

PROJECT PROGRESS / PERMIT EXPIRATION

*The YCABC Section 105.5 Expiration states, “Every permit issued shall become invalid unless the work authorized by such permit has commenced within 180 days after its issuance and a valid inspection or subsequent valid inspection as detailed by Section 110 is obtained every 180 days thereafter. The building official is authorized to grant up to two (2) extensions of time for a period of not more than 180 days each. Permit extensions shall not be approved consecutively. Approval of a second extension shall only be authorized by the Chief Building Official. All requests for extensions shall be in writing prior to permit expiration and with justifiable cause demonstrated. Every permit issued shall become invalid within three and a half (3 ½) years from the issued date **including** all extensions of time. An expired permit shall only be renewed once provided no changes have been made or will be made in the original issued construction documents and the renewal application is submitted with one (1) year of the expiration date”.*

As a courtesy, Yavapai County will attempt to notify the applicant of the pending expiration of their issued permit. If notice is not received, the permittee is not relieved of the responsibility to comply with the ordinance requirements.

If there is no activity or response to the courtesy notice, the permit will be expired, the property will be placed in violation, and a “Notice of Code Violation” will be recorded against the property.

In the event the permittee needs an extension, an online Extension Request application must be completed and submitted through their Citizenserve portal. The applicant must show **“justifiable cause”** for the extension requested. Supplemental permits and Renewal permits will not be granted extensions.

After review of the submittal, a link for payment of the **\$100.00** fee will be sent via email to the applicant. The fee is required to be paid prior to the approval of the extension. The applicant will be notified of the permit’s new expiration date via email upon approval of the extension request.

Compliance is still a requirement by a given date (indicated) and failure to do so will result in the permit being expired and the matter being scheduled before the County Hearing Officer for enforcement. Sanctions (fines) may be levied.

