



Request for Permit Activity Extension or Reinstatement

☐ Extension

☐ Renewal

Activity/Permit #: _____ Address: _____

Brief explanation below describe why permit/activity has expired or is about to expire:

Signature: _____ Date: _____

Submit completed form to: BuildingPermit@pima.gov

County Use Only

- ☐ **4.1 Non-expired permits/applications and permits/applications expired no more than 30 days** may be extended upon payment of the minimum renewal fee of \$159. Model plans may be extended for 1 year at a time until a code cycle change.
- ☐ **4.2 Applications expired for up to 1 year.** Applications expired for more than 30 days and up to 1 year may be reinstated with payment of the minimum renewal fee of \$159.
- ☐ **4.3 Permits expired for up to 1 year.** Permits expired for more than 30 days and up to 1 year may be reinstated with payment of the minimum renewal fee of \$159 plus 1 half the original permit fees.
- ☐ **4.4 Permits expired for more than 1 year.** Permits expired for more than 1 year may be reinstated with payment of full building/zoning fees charged as per new construction. If the effective code cycle has changed from that under which the expired permit was approved, plans will need to be submitted to comply with new code requirements. (Minimum renewal fee does not apply)
- ☐ **4.5 Permits expired for any length of time with all but final inspections approved.** If permit has expired with all but final inspections approved, permits may be reinstated upon payment of the minimum renewal fee of \$168 plus \$89 per outstanding final inspection item.
- ☐ **4.6 Permits for which construction has progressed beyond required inspections.** All expired permits for which construction has progressed beyond the next required inspections shall be subject to double building-related fees in accordance with Building Safety & Sustainability SOP 140.1

Fees Due

- ☐ \$159.00 Renewal/Extension
- ☐ _____ Building

Total \$ _____

Approved by: _____ Date: _____