



Administrative Policy
CANCELED/EXPIRED PROJECT FEES
Community Development – A410

Effective Date:

2009

Revised Date:

CANCELED/EXPIRED PROJECT FEES

Summary

There are times when a Project is submitted to the Building Division for plan review and the Project is canceled by the owner, or contractor, during, or after the review. Or, the project is started and becomes expired before it is finished. It is the practice of the Building Division to collect plan review fees when the Project is submitted for review. This policy establishes how the review fees are handled if the Project becomes viable and comes back for another review and in cases when the permit becomes expired, how the department handles such projects.

Process

1. Expired projects that are reviewed, but never permitted:
New plans and re-payment of plan review fees will not be required unless any of the following conditions apply:
 - The plan review for the project was not completed initially due to failure of the applicant to respond to plan review comments issued by the town within 6 months of notification. Such a project would be considered to be an expired and incomplete project and payment of plan review fees at the time the project is reinstated for review, would be required.
 - The version of the Building Code adopted by the Town has been updated since the time that the project was last reviewed.
 - The originally reviewed plans and permit information (returned to project contact person for project once expired) are not included at the time that the project is submitted for reinstatement.
2. Projects that have been reviewed and permitted but not started within 6 months of permitting become expired and will be required to pay full fees to reinstate the permit. However, the applicant shall not be required to submit new plans, or pay additional plan review fees unless:
 - The version of the Building Code adopted by the Town has been updated since the time that the project was last reviewed.
 - The “approved” plans originally submitted for the project are no longer available.
 - The project has been modified.
3. Projects that are reviewed, permitted, and started, but that **have not shown** significant progress in the **first year** as witnessed by an approved frame combo inspection, will become expired and will be charged full fees to be reinstated, before a frame combo inspection will be scheduled. (Payment of full fees shall extend permit for an additional year from the date that the previous permit was issued)



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4. Projects that are reviewed, permitted, and started and that **have shown** significant progress as witnessed by an approved frame combo inspection within **one year** of the initial permit being issued, shall be given a six month extension at no charge, in addition to the initial first year that is included with the original permit.
5. Projects that have been issued a permit and have been given an extension as provided above that are more than **18 months** from the date that the initial permit has been issued and **have not** progressed to the point of having received drywall nailing approval, will become expired and will be charged fees equal to 30% of the initial building permit fee charged before any further inspections will be scheduled. The extension issued in accordance with this section will be good for 6 months beginning 18 months from the initial issuance date.
6. Projects that have been issued permits and have been given an extension as provided in #4 above that are more than 18 months from the date that the initial permit has been issued and have progressed to the point of **having** received drywall nailing approval, will become expired and will be charged fees equal to 10% of the initial building permit fee charged, before any further inspections may be scheduled. The extension issued in accordance with this section will be good for 6 months beginning 18 months from the initial issuance date.
7. Additional extensions, if needed, may be purchased using the same completeness triggers and percentages, as those that are listed in the previous sections. (100% if not to frame combo-30% if not to drywall-10% if passed drywall)