



PERMIT RENEWAL REQUEST

TO: City of Norco Building Department

DATE: _____

PERMIT #: _____

ADDRESS: _____

This letter is to request a RENEWAL, for my Permit, # _____, expired on _____ (date) for the following reason:

_____.

I understand that renewals of permits that have been expired LESS than 1 year, a fee of 50% of the building permit will apply. Permits expired GREATER than 1 year, a 100% permit fee will apply.

(Print name)

(Signature)

REQUEST: APPROVED / DENIED by: _____ Date: _____

City of Norco Municipal Code-15.01.100 Amendment—Section 105.5 (CBC Part 2 Volume 1).

Section 105.5 (CBC Part 2 Volume 1) is amended to read as follows:

105.5 (CBC, Part 2 Volume 1) Expiration and Renewal. *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 extension of time, for a period not more than 180 days. The extension shall be requested in writing and justifiable cause demonstrated.*

Renewal: *Extensions will only be granted prior to the expiration of a permit. When a permit has expired, work cannot continue or commence prior to obtaining a new permit. Requests to renew an expired permit shall be submitted in writing to the Building Official, demonstrating justifiable cause for renewal. If approved by the Building Official the fee shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work and provided further that the suspension or abandonment has not exceeded one year. To renew a permit after more than a year of suspension or abandonment the permittee shall pay a new full permit fee. **Exception:** if the Building Official determines that the cost to perform the remaining inspections is less than the cost of a full new permit fee, the Building Official may approve the lesser fee.*

BUILDING & SAFETY DIVISION