



## Department of Development Services

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<b>Division:</b>	Permit Application	<b>Policy &amp; Procedure</b>	AD-PP-016
<b>Subject:</b>	EXPIRATION OF PLAN SUBMITTALS AND APPROVED PLANS	<b>Effective Date:</b>	03/23/2000
<b>Code:</b>	N/A	<b>Revised Date:</b>	08/15/2008

### A. POLICY:

1. The Permit Application Services Division has the responsibility for the expiration, extension, and disposition of plan submittals and approved plans.
2. The Permit Application Services Division will:
  - a. Identify, collect, and temporarily store expired plan submittals and expired approved plans.
  - b. Contact applicants to notify them of expirations.
  - c. Extend expired plan submittals and expired approved plans if applicable, and return them to the appropriate division(s) or the (to be issued) holding area.
  - d. Dispose of expired plan submittals and expired approved plans if applicable.

### B. PROCEDURE:

1. Plans are considered expired when there has been no activity for 180 days.
  - a. Plan submittals are considered expired when there has not been any activity (between the applicant and any applicable division or department involved in the plan review process) for 180 days.
  - b. Approved plans are considered expired when the applicant has not obtained a permit 180 days after being notified that the plans have been approved.
2. Identification of expired plan submittals and expired approved plans:
  - a. Permit Application Services Division (Administrative Specialist) will identify expired plan submittals by generating a Naviline report.
  - b. Permit Application Services Division (Permit Issue Supervisor) will identify expired approved plans by monthly inventory of plan (ready-to-issue) holding area.
3. Collection of expired plan submittals and expired approved plans.
  - a. Permit Application Services Division (Administrative Specialist) will notify via e-mail designated contact staff for each applicable division (Building Permit Specialist of Zoning

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Plans Exam; Assistant Managers of Building Plans Examination; Senior Engineering Technician of Civil Engineering) with a list of application numbers in order to marry up all existing plans and documents.

- b. Contact staff will gather identified plan submittals, put a comment in Naviline (returned to PAC for expiration), and deliver them to the Permit Application Services Division (Administrative Specialist).
  - c. Permit Issue Supervisor will collect, compile lists (separate list for commercial and residential plans), and store expired approved plans in designated boxes with lists attached to the boxes in the holding area for expired plans.
4. Notification of applicants and Naviline comments/actions.
- a. Permit Application Services Division (Administrative Specialist) will generate expiration letters using the Naviline system. Letters will be mailed to identify contact persons listed in Naviline. Expiration letters give applicants a choice to withdraw plan submittals/approved plans or request a one-time (up to 180 day) extension within 30 days from the date on the letters.
  - b. Administrative Specialist will put comments in Naviline for each expired submittal/approved plan (expiration letter mailed to contact person; if no response within 30 days, plans will be destroyed). Permit Application Services Division will change status of plan submittals from PC to EX and status of approved plans from AP to EX.
5. Extension of expired plan submittals and expired approved plans.
- a. Permit Application Services Division (Administrative Specialist) will forward extension requests for expired plan submittals to Plan Submittal Supervisor; she will forward extension requests for expired approved plans to Permit Issue Supervisor.
  - b. Plan Submittal Supervisor will 1) review request, determine eligibility for extension, and (if applicable) extend plan submittal for up to 180 days; 2) collect plans for extended submittals from the holding area, making an entry on the appropriate list, noting that plans were extended with initials and date; 3) reverse status in Naviline from EX to PC, and return plans to the appropriate division(s) for further review; 4) return extension request letters to Administrative Specialist, and 5) notify applicant of status.
  - c. Permit Issue Supervisor will: 1) review request, determine eligibility for extension, and (if applicable) extend approved plans for up to 180 days; 2) collect plans from holding area, and make an entry on the appropriate list, noting that plans were extended with initials and date; 3) return plans to the “ready-to-issue” area of the plan room; 4) change status in Naviline from EX to AP; 5) return extension request letters to Administrative Specialist; 6) notify applicant of status.

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6. Withdrawal of expired plan submittals and expired approved plans.

- a. Plans Submittal and Permit Issue Staff or Administrative Specialist will collect plans from the holding area, and make an entry on the appropriate list, noting that plans were withdrawn with initials and date.
- b. Before returning plans to applicant, staff will note, “Withdrawn by Applicant” on the bottom of expiration letter, date, and obtain applicant’s signature. If applicant wishes to keep the expiration letter, staff will copy the letter, return the original to applicant, and give the copy to Administrative Specialist. If applicant did not bring the expiration letter, staff may obtain a copy from the Administrative Specialist, and then proceed with the above procedures (note, signature, date, and return to Administrative Specialist).

7. Disposition of expired plan submittals and expired approved plans.

- a. At the end of the 30-day period following the mailing of expiration letters, only those expired plan submittals/approved plans that are subject to be destroyed should be left in the holding area.
- b. Administrative Specialist will coordinate with Plan Submittal and Permit Issue Supervisors to ensure that all extension requests have been processed; thereby ensuring that no plans are destroyed that should be extended and kept in the system.
- c. Administrative Specialist will then collect remaining plans and dispose of them by placing them in the designated paper recycle receptacle.
- d. Administrative Specialist will make entry in Naviline for each destroyed plan, noting that contact person did not respond to expiration letter within 30 days and plans were destroyed.
- e. Administrative Specialist will route expiration letter copies to the Records Office, ensuring that each letter has the appropriate notation on it (Withdrawn by Applicant; Extended; or Destroyed).

**Revision History:**

POLICY #	TITLE	Effective Date	Revised	Reviewed
85.1.9	Expiration of Plan Submittals and Approved Plans	March 23, 2000		
AD-PP-016	Expiration of Plan Submittals and Approved Plans		August 15, 2008	August 15, 2008

Approved by:

Ronald L. Lynn, Director

Concurred by:

Dean Friedli, Assistant Director