



Clark County Building Department

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Division:	PAC, Plans Examination	Policy & Procedure	BP-PP-146
Subject:	Permit Renewal Policy	Effective Date:	07/01/2013
Code:	22.02.320	Revised Date:	New

A. POLICY:

This Policy is in accordance with CCBAC section 22.02.320, the Building Official or the Assistant Director may allow for a permit extension in cases where an active permit is pending expiration. An hourly fee may apply as determined by the Approving Authority.

CCBAC Section 22.02.325 directs that a permit renewal must be obtained prior to the recommencement of construction activities. As noted in the procedure below, the department may renew permits after expiration. An Assistant Manger or higher, may approve a renewal permit.

B. PROCEDURE:

Projects expired for less than 1 year (365 days) shall be assessed $\frac{1}{2}$ of the original fees provided that no changes have been made to the construction documents and the code edition that the approved construction plans was originally designed under does not exceed more than one code cycle. Projects that have been expired for greater than 1 year shall be assessed 100% of the permit fee(s).

Renewal permit(s) can be assigned to the original code of record where projects are structurally complete with exterior finishes installed and rough inspections approved

Where projects are not structurally complete, a registered design professional shall assess the condition of the structural systems to determine which elements are acceptable for continued use. Depending on extent of construction completed, an Assistant Manager, or higher, may determine whether the new permit shall be assigned to the adopted code or to the original code of record. Phased construction shall be evaluated for each permit issued.

Grading permits where all earthwork is complete and all that is required is the submittal of the Final Grading Report shall be allowed to be renewed under the code of record. The Final Grading Report shall be submitted and reviewed and the permit closed upon approval of the Final Grading Report. All other expired grading permits shall not be renewed. New permits will be required.

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-146	PERMIT RENEWAL POLICY	July 1, 2013		

Approved by:

Ronald L. Lynn, Director

Concurred by:

Gregory J. Franklin, Assistant Director