



REGULATIONS GOVERNING  
**PERMIT EXPIRATION AND EXTENSION**

PINAL COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING SAFETY DIVISION  
P.O. BOX 1610, FLORENCE, AZ. 85132  
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(520) 866-6405 FAX (520) 866-6517  
[www.pinalcountyz.gov](http://www.pinalcountyz.gov)

INFORMATION  
BULLETIN

**008**

June 2016

Permit expiration and extension requirements are covered in Sec. R105.5 of the **International Residential Code (IRC)**. Definitions and procedural information are provided below:

**I. PERMIT EXPIRATION**

Permits issued will expire within 180 days after issuance if no inspection has been performed. If the work is suspended or abandoned for a period of 180 days after the last inspection, the permit is considered expired. If your permit is due to expire a Permit Extension/Renewal Request Form must be filled out and submitted to our office **BEFORE YOUR EXPIRATION DATE TO AVOID RENEWAL FEES.** Please see attached.

**II. PERMIT RENEWAL**

A permit that has been expired for less than one year will be assessed a renewal fee of one half of the original permit fee. For example an original permit fee of \$1,400.00 would require a \$700.00 renewal fee. For a permit that has expired for more than one year, a full permit fee will be required.

**III. INSPECTIONS**

An issued permit is automatically extended for 180 days from the date of the last inspection. Incomplete inspections **do not** automatically extend a permit.

**IV. EXPIRATION OF PLAN REVIEW (Permit applications that are in plan review and require corrections OR plans that have been reviewed and approved and have not been picked up.)**

Corrected plans must be returned within 180 days to avoid having the application expire. Plans that have been reviewed and approved must also be picked up within 180 days of approval date to avoid expiration. Extension requests must be made in writing showing circumstances beyond control of the applicant. In order to renew a permit application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

**V. FEE REFUNDS**

The Building Official may authorize a refund of no more than 50% of the permit fee provided no inspections have been performed and the permit has not expired. Permit fees are non-refundable after commencement of construction. Plan review fees are non-refundable after completion of the plan review.



PINAL COUNTY  
*wide open opportunity*

### REFUND REQUEST FORM

Pinal County  
Community Development  
PO Box 2973  
Florence, AZ 85132

Date: \_\_\_\_\_  
Tracking #/Plan# \_\_\_\_\_  
Permit # \_\_\_\_\_  
Project Address: \_\_\_\_\_  
\_\_\_\_\_

**Mail Refund Request to:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requestor's Phone #: \_\_\_\_\_

Requestor's Email: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

**Reason for Refund Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a along with this form, a copy of the permit (if applicable) and a receipt showing the fees paid in which you are requesting a refund.

**\*\*Please note: Community Development Departments may refund up to 50% of permit fees. Permit fees are non-refundable after commencement of construction. Permits considered to be expired are also non-refundable. Plan Review Fees are non-refundable after completion of the plan review and Zoning Fees are non-refundable after permit application submittal.\*\***

FOR OFFICE USE ONLY – Fees Paid and Refund Breakdown	
Building Safety Fees: \$ _____	% Refund = _____ = Total Refund \$ _____
Building Safety Approval: _____	
Planning & Development Fees: \$ _____	% Refund = _____ = Total Refund \$ _____
Planning Approval: _____	
Impact Fees: IFA _____ Parks \$ _____	Public Safety: \$ _____ Streets \$ _____
Impact Fee Coordinator Approval: _____	
Public Works Comments/Approval: _____	
Air Quality Comments/Approval: _____	
Total Refund: \$ _____	
Community Development Director Approval: _____	



PINAL COUNTY  
AZ 85001

**Pinal County Community Development Department**

**BUILDING SAFETY DIVISION**

**Permit Extension/Renewal Request**

**Mail To:** Pinal County Building Safety  
P.O. Box 1610  
Florence, AZ 85132  
Attn: Permit Techs

**Fax To:** (520) 866-6517

**Date:** \_\_\_\_\_

**Permit #:** PER \_\_\_\_\_

**Project Address:** \_\_\_\_\_

A permit that has been expired for less than one year will be assessed a renewal fee of one half of the original permit fee. For example an original permit fee of \$1,400.00 would require a \$700.00 renewal fee. For a permit that has been expired for more than one year, a full permit fee will be required.

**Due to the following circumstances, I am requesting that you extend/renew my permit for the allotted 180 days from date of expiration. (If more space is needed, please attach a separate page).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preferred Method of Notification (circle one):**      **Mail**      **Fax**      **Phone**      **E-Mail**  
(Please specify preferred information below)

**Name:** \_\_\_\_\_

**Mailing Address/City/State/Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**For Office Use Only**

**Expiration Date:** \_\_\_\_\_

**Extended Until:** \_\_\_\_\_

**Renewal Fee:** \_\_\_\_\_