



REGULATIONS GOVERNING  
**PERMIT EXPIRATION AND EXTENSION**

PINAL COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING SAFETY DIVISION  
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INFORMATION  
BULLETIN

**008**

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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.

[Click here for Refund Request Form](#)

[Click here for Permit Extension/Renewal Form](#)

[Click here for Manufactured Home/ Modular/ Park Model Renewal Form](#)