



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Office of the Director**  
FROM CONCEPT TO CONSTRUCTION

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March 15, 2021

**To:** Mayor Wheeler  
Commissioner Hardesty  
Commissioner Mapps  
Commissioner Rubio  
Commissioner Ryan

**From:** Rebecca Esau, Director *RE*  
Bureau of Development Services

**Regarding: Proposed Ordinance**

### **I. RECOMMENDATION**

Amend City Building Code Provisions to Clarify Permit Abandonment, Expiration, Extensions, and Reactivation (Ordinance; amend Code Chapters 24.10, 24.15, 25.05, 26.04, 27.03, and 32.62)

### **II. BACKGROUND**

The Bureau of Development Services (BDS) issues building, plumbing, electrical, mechanical, and sign permits. Each of these permits has a limited time during which they remain open to ensure the permits are being actively pursued. Permit activity is divided into two main timeframes: the permit application (from the time BDS receives a complete permit application until the permit is issued), and the permit itself (from the time the permit is issued until the project is complete and the final inspection is approved). If there is no activity on a permit application or the permit for over 180 days respectively, and no request for an extension, the permit is considered inactive.

### **III. SUMMARY OF ORDINANCE**

The proposed ordinance makes the following changes to the "Life of Permit" sections in the City Code Titles 24 Building Regulations, 25 Plumbing Regulations, 26 Electrical Regulations, 27, Heating and Venting Regulations, and 32 Signs and Related Regulations:

1. Maintain compliance with state building, plumbing, electrical and mechanical codes, and bring code into alignment with the program guide that was substantially re-written in 2018. [Permit Extension, Abandonment, Expiration and Reactivation Program Guide | Portland.gov](#)
2. De-couple code for permit applications vs. permits that have been issued. There is different terminology (abandoned vs. expired) and different triggers (activity vs. approved inspections) for permit applications and issued permits, respectively. The existing code conflates requirements for permit applications and issued permits. The revisions were based off an existing model in Title 32, Signs.

3. De-couple abandoned or expired statuses from void status. The current code uses the two terms interchangeably, and simultaneously implies that permits can be reactivated but that they also become void when they expire.
4. Remove limit on number of extensions (none, in theory, subject to criteria in program guide, [Permit Extension, Abandonment, Expiration and Reactivation Program Guide | Portland.gov](#)).
5. Add limit to number of reactivations (one, consistent with program guide, [Permit Extension, Abandonment, Expiration and Reactivation Program Guide | Portland.gov](#)).

In addition to these changes, the proposed ordinance limits the time in which an applicant for a wireless permit has to get their project to issued and final status based on recent FCC rules. BDS staff has met with the wireless carriers over the past few years to create a hard calendar date deadline and eliminate any automatic extensions (i.e., going from Under Review to Approved to Issue will not automatically extend the permit life of wireless permits, nor will getting an inspection). These changes are limited to Title 24. The proposed ordinance also adds a definition for Personal Wireless Service Facility.

a. Section 24.10.070, Application for Permits, is amended as follows:

**24.10.070 Application for Permits.**

- A.** Permits required. No person, firm, or corporation ~~shall~~may erect, construct, enlarge, alter, repair, move, improve, remove, convert, change occupancy group of, or demolish any building or structure, or ~~to do~~ any clearing or grading, or cause any of the same to be done without first obtaining ~~a building~~the proper permit, or where appropriate a minor structural label as outlined in Section 24.10.095. The limitations of Oregon Revised Statutes 455.020 notwithstanding, permits are required to construct, alter, repair or move any structure as identified in this Title or in the Oregon Structural Specialty Code or the Oregon Residential Specialty Code, as adopted in Chapter 24.10 of this Title. Building permits and fees for work on private property are waived whenever the work appears on plans and specifications, approved by the City Engineer or BES Chief Engineer. This work ~~shall~~will be limited to the construction of streets, public sewers, public stormwater management facilities, driveways, retaining walls, fences, walkways, parking pads, steps, and tree, shrub, and brush removal.
- B.** Plans and specifications.
1. Plans, engineering diagrams, and other data ~~shall~~must be submitted ~~in three sets~~ with each application, and ~~shall~~must comply with the requirements of Chapter 1 of the Oregon Structural Specialty Code and this Title. If a structural design is required, computations, stress diagrams, computer data, and such additional data as required by the Director, sufficient to show the correctness of the plans and compliance with the structural provisions of this Title ~~shall~~must be submitted. The above data ~~shall~~must include a brief summary of all basic assumptions, design methods, structural systems, loading, lateral bracing systems, and a table of contents of the computations. Computer calculations submitted as substantiation of the design ~~shall~~must include a copy of the program ~~users~~ user manual for each program, definition, sketches, index of data runs, and properly identified input and output listings. For other than nationally recognized programs, the correctness of the program ~~shall~~must be substantiated in a manner acceptable to the Director. When required by the Director, or when required under ORS 672 (State Engineering Law) or ORS 671 (State Architectural Law), plans ~~shall~~must be prepared and certified by ~~an architect or a~~ registered design professional ~~engineer~~ licensed to practice in the State of Oregon.
  2. Examination of documents. The Director will examine or cause to be examined plans and specifications and will ascertain by such examination whether the construction indicated and described is in accordance with the requirements of this Title and other laws and regulations of the City.

- C. Parking lots. Parking lots ~~shall~~will not require a separate building permit when they are clearly shown on plans submitted and their valuation is included on the application for the principal building permit.
- D. Compliance with Chapter 17.88 (Street Access) of this Code is required prior to issuance of ~~this~~a permit issued under this Chapter 24.
- E. Plans for other than one and two family dwelling repairs, remodels, or additions ~~shall~~must be approved by the Fire Marshal prior to approval by the Director.
- F. Issuance of permits. Except as otherwise provided in this Title, ~~issuance of~~ permits ~~shall~~will be issued in accordance with Chapter 1 of the ~~2014~~Oregon Structural Specialty Code and the provisions of this Title, provided that plans for all commercial buildings and any off-street parking area where the parking of three or more cars is to be established ~~shall~~must be approved by the City Engineer and the City Traffic Engineer before a building permit may be issued.
1. Action on application. The Director will issue a permit if the Director is satisfied that the proposed work conforms to the requirements of this Title and other laws and regulations of the City.
  2. Validity of permit. The issuance or granting of a permit ~~shall~~must not be construed to be a permit for, or an approval of, any violation of any provisions of this Title or of any other laws or regulations of the City. Permits presuming to give authority to violate or cancel the provisions of this Title or other laws or regulations of the City ~~shall~~must not be valid. The Director is authorized to prevent occupancy or use of a structure where in violation of this Title or any other laws or regulations of the City.
  3. Suspension or revocation. The Director is authorized to suspend or revoke a permit issued under the provisions of this Title wherever the permit is issued in error or on the basis of incorrect, inaccurate, or incomplete information, or in violation of any provisions of this Title or any other laws or regulations of the City.
- G. Charge for partial permits. When complete plans and specifications are not available, the Director may issue partial permits to assist in the commencement of the work, provided that a partial permit charge is paid to the bureau. The number of partial permits issued ~~shall~~may not exceed six on any individual project, except that in special circumstances the Director may allow this number to be exceeded.
- H. Retention of plans.
1. Plans and specifications for all buildings, or their photographic image, ~~shall~~must be retained permanently in the files of the Bureau of Development Services, except as follows:

- a. Plans and specifications for work which does not concern or affect the structural stability of a building and which does not affect a change of occupancy may be destroyed after 5 years from date of building permit for same;
  - 2b.** Plans and specifications for one or two family dwellings, and/or buildings accessory thereto may be destroyed after 5 years from date of building permit for same.
- I. A separate permit, ~~known as a development permit, shall~~will be required for a-site development, changes in use, or other work performed in compliance with Title 33, Chapter 33.700, Administration, which is not otherwise included with the permit described in Subsection A. of this Section. Reviews and approval of site plans or other documents ~~shall~~must be obtained from the Bureau of Development Services prior to issuance of the permit.
- J. Life of Permit Limited. ~~If no inspection approval has taken place within six months after permit issuance, the permit shall become void, and no further work shall be done at the premises until a new permit has been secured and a new fee paid. Each time an inspection approval is granted, the permit shall be deemed to be automatically extended for six months, until final approval is granted. The Building Official may extend a permit for one period of six months upon finding that the permittee was unable to commence or continue work for reasons beyond the permittee's control. Extension requests shall be in writing and shall be received by the Director before the permit expiration date. If an inspection approval has not been granted within this extended time period, the permit shall be void. A permit that has been expired for six months or less may be renewed provided no changes have been made in the original plans and specifications for such work. No permit may be renewed if it has been expired for more than six months. A permit may be renewed only once. If an inspection approval has not been granted within the time period of permit renewal the permit shall be void. The renewal fee shall be one half the amount required for a new building permit.~~
- 1.** Permit applications.
  - a.** Initial permit application. Except for Personal Wireless Service Facility permit applications, a permit application that is inactive for a period of 180 days will be deemed abandoned. If an abandoned permit application is not reactivated within 180 days of abandonment, the permit application will be void. If a permit application is void, a new permit application is required for the subject work. A Personal Wireless Service Facility permit application, for which a permit is not issued within 180 calendar days from the date the permit application is under review status will be deemed abandoned, unless the Building Official has granted an extension. An abandoned Personal Wireless Service Facility permit application may not be reactivated.

- b.** Extensions. The Building Official may extend a permit application with justifiable cause, as determined in the Building Official’s sole discretion. A permit application may be extended for a period of up to 180 days. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit abandonment date.
- c.** Reactivations. Except for Personal Wireless Service Facility permits, the Building Official may reactivate a permit application that has been abandoned for less than 180 days with justifiable cause, as determined in the Building Official’s sole discretion. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit expiration. If no activity occurs within 180 days after a permit application is reactivated, the permit application will be deemed abandoned. A permit application may be reactivated only once.

**2.** Issued permits.

- a.** Initial issued permit. Except for Personal Wireless Service Facility permits, if no inspection is approved within 180 days after permit issuance, the permit will expire. If an expired permit is not reactivated within 180 days of expiration, the permit will be void. If a permit is void, a new permit is required for the subject work. A Personal Wireless Service Facility permit that has not received final inspection approval within 180 days from the date the permit is issued will expire, unless the Building Official has granted an extension.
- b.** Extensions. Except for Personal Wireless Service Facility permits, each time an inspection is approved, the permit will automatically be extended for 180 days. The Building Official may also extend a permit for periods of up to 180 days with justifiable cause, as determined in the Building Official’s sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit expiration date. If no inspection is approved or additional extension granted within the extended time period, the permit will expire.
- c.** Reactivations. The Building Official may reactivate a permit that has been expired for less than 180 days, provided no changes have been made to the scope of work, and with justifiable cause as determined in the Building Official’s sole discretion. Except for Personal Wireless Service Facility Permits, a void permit may be reactivated provided there have been no changes to the scope of work and only the final inspection remains unapproved. A void Personal Wireless Service Facility permit may not be reactivated.

Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit expiration. If no inspection is approved within 180 days of reactivation, the permit will expire. A permit may be reactivated only once.

- 3.** Fees. When a new permit is required, a new permit application must be submitted and new fees must be paid based on the current adopted Bureau of Development Services fee schedule. The Bureau of Development Services will adopt policies for fee refunds or credits of previously submitted permit applications. Fees for permit extensions and reactivations may also be charged as adopted in the Bureau of Development Services fee schedule.

**K.** [No change]

- b. Section 24.15.125, Personal Wireless Service Facility, is added as follows:

**24.15.125 Personal Wireless Service Facility.**

An antenna facility, including: (a) an antenna designed for the purpose of emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to FCC authorization, for the provision of personal wireless service and any commingled information services; (b) antenna equipment, including equipment, switches, wiring, cabling, power sources, shelters or cabinets associated with an antenna, located at the same fixed location as the antenna for personal wireless service; or (c) a structure that is primarily used or that will be primarily used for the provision of personal wireless service, whether such service is provided on a stand-alone basis or commingled with other wireless communications services.

- c. Section 25.05.050, Life of Permit Limited, is amended as follows:

**25.05.050 Life of Permit Limited.**

~~If no inspection approval has taken place within six months after permit issuance, the permit shall become void, and no further plumbing work shall be done at the premises until a new permit has been secured and a new fee paid. Each time an inspection approval is granted, the permit shall be deemed to be automatically extended for six months, until final approval is granted. The Director may extend a permit for one period of six months upon finding that the permittee was unable to commence or continue work for reasons beyond the permittee's control. Extension requests shall be in writing and shall be received by the Director before the permit expiration date. If an inspection approval has not been granted within this extended time period, the permit shall be void. A permit that has been expired for six months or less may be renewed provided no changes have been made in the original plans and specifications for such work. No permit may be renewed if it has been expired for more than six months. A permit may be renewed only once. If an inspection approval~~

~~has not been granted within the time period of permit renewal the permit shall be void. The renewal fee shall be as specified in the Council adopted fee schedule.~~

A. Permit applications.

1. Initial permit application. A permit application that is inactive for a period of 180 days will be deemed abandoned. If an abandoned permit application is not reactivated within 180 days of abandonment, the permit application will be void. If a permit application is void, a new permit application is required for the subject work.
2. Extensions. The Building Official may extend a permit application for up to 180 days, with justifiable cause, as determined in the Building Official's sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit abandonment date.
3. Reactivations. The Building Official may reactivate a permit application that has been abandoned for less than 180 days, with justifiable cause as determined in the Building Official's sole discretion. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after the permit abandoned date. If no activity occurs within 180 days after a permit application is reactivated, the permit application will be deemed abandoned. A permit application may be reactivated only once.

B. Issued Permits.

1. Initial issued permit. If no inspection is approved within 180 days after permit issuance, the permit will expire. If an expired permit is not reactivated within 180 days of expiration, the permit will be void. If a permit is void, a new permit is required for the subject work.
2. Extensions. Each time an inspection is approved, the permit will automatically be extended for 180 days. The Building Official may also extend a permit for a period of up to 180 days with justifiable cause, as determined in the Building Official's sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit expiration date. If no inspection is approved within the extended time period, the permit will expire.
3. Reactivations. The Building Official may reactivate a permit that has been expired for less than 180 days, provided no changes have been made to the scope of work, and with justifiable cause as determined in the Building Official's sole discretion. A void permit may be reactivated provided there have been no changes to the scope of work and only the final inspection remains unapproved. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit

expiration. If no inspection is approved within 180 days of reactivation, the permit will expire. A permit may be reactivated only once.

C. Fees. When a new permit is required, a new permit application must be submitted and new fees must be paid based on the current adopted Bureau of Development Services fee schedule. The Bureau of Development Services will adopt policies for fee refunds or credits of previously submitted permits. Fees for permit extensions and reactivations may also be charged as adopted in the Bureau of Development Services fee schedule.

d. Section 26.04.080, Life of Permit Limited, is amended as follows:

**26.04.080 Life of Permit Limited.**

~~If no inspection approval has taken place within six months after permit issuance, the permit shall become void, and no further electrical work shall be done at the premises until a new permit has been secured and a new fee paid. Each time an inspection approval is granted, the permit shall be deemed to be automatically extended for six months, until final approval is granted. The Director may extend a permit for one period of six months upon finding that the permittee was unable to commence or continue work for reasons beyond the permittee's control. Extension requests shall be in writing and must be received by the Director before the permit expiration date. If an inspection approval has not been granted within this extended time period, the permit shall be void. A permit that has been expired for six months or less may be renewed provided no changes have been made in the original plans and specifications for such work. No permit may be renewed if it has been expired for more than six months. A permit may be renewed only once. If an inspection approval has not been granted within the time period of permit renewal the permit shall be void. The renewal fee shall be one half the amount required for a new electrical permit.~~

A. Permit applications.

1. Initial permit application. A permit application that is inactive for a period of 180 days will be deemed abandoned. If an abandoned permit application is not reactivated within 180 days of abandonment, the permit application will be void. If a permit application is void, a new permit application is required for the subject work.
2. Extensions. The Building Official may extend a permit application for up to 180 days, with justifiable cause, as determined in the Building Official's sole discretion. Extension requests must be in writing and must be received by the Bureau of Development Services before the scheduled permit abandonment date.
3. Reactivations. The Building Official may reactivate a permit application that has been abandoned for less than 180 days, with justifiable cause as determined in the Building Official's sole discretion. Reactivation requests must be in writing and received by the Bureau of Development Services

within 180 days after permit abandonment date. If no activity occurs within 180 days after a permit application is reactivated, the permit application will be deemed abandoned. A permit application may be reactivated only once.

**B. Issued permits.**

- 1. Initial issued permit.** If no inspection is approved within 180 days after permit issuance, the permit will expire. If an expired permit is not reactivated within 180 days of expiration, the permit will be void. If a permit is void, a new permit is required for the subject work.
- 2. Extensions.** Each time an inspection is approved, the permit will automatically be extended for 180 days. The Building Official may also extend a permit for a period of up to 180 days with justifiable cause, as determined in the Building Official's sole discretion. Extension requests must be in writing and must be received by the Bureau of Development Services before the scheduled permit expiration date. If no inspection is approved within the extended time period, the permit will expire.
- 3. Reactivations.** The Building Official may reactivate a permit that has been expired for less than 180 days, provided no changes have been made to the scope of work, and with justifiable cause as determined in the Building Official's sole discretion. A void permit may be reactivated provided there have been no changes to the scope of work and only the final inspection remains unapproved. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit expiration. If no inspection is approved within 180 days of reactivation, the permit will expire. A permit may be reactivated only once.

**C. Fees.** When a new permit is required, a new permit application must be submitted and new fees must be paid based on the current adopted Bureau of Development Services fee schedule. The Bureau of Development Services will adopt policies for fee refunds or credits of previously submitted permits. Fees for permit extensions and reactivations may also be charged as adopted in the Bureau of Development Services fee schedule.

e. Section 27.03.030, Validity and Length of Permit, is amended as follows:

**27.03.030 Validity and Length of Permit.**

- A. Validity.** The issuance or granting of a permit or approval of plans and specifications ~~shall~~will not be construed to be a permit for, or an approval of, any violation of any of the provisions of this Title. No permit presuming to give authority to violate or cancel the provisions of this Title ~~shall~~will be valid, except insofar as the work or use which it authorizes is lawful.

The issuance of a permit based upon plans and specifications ~~shall~~will not prevent the Director from thereafter requiring the correction of errors in said plans and specifications or from preventing construction being carried on thereunder when in violation of this Title or of any other ordinance.

- B.** ~~Life of Permit Limited. If no inspection approval has taken place within six months after permit issuance, the permit shall become void, and no further heating and ventilating work shall be done at the premises until a new permit has been secured and a new fee paid. Each time an inspection approval is granted, the permit shall be deemed to be automatically extended for six months, until final approval is granted. The Director may extend a permit for one period of six months upon finding that the permittee was unable to commence or continue work for reasons beyond the permittee's control. Extension requests must be in writing and must be received by the Director before the permit expiration date. If an inspection approval has not been granted within this extended time period, the permit shall be void. A permit that has been expired for six months or less may be renewed provided no changes have been made in the original plans and specifications for such work. No permit may be renewed if it has been expired for more than six months. A permit may be renewed only once. If an inspection approval has not been granted within the time period of the permit renewal the permit shall be void. The renewal fee shall be one half the amount required for a new mechanical permit.~~

1. Permit applications.

- a. Initial permit application. A permit application that is inactive for a period of 180 days will be deemed abandoned. If an abandoned permit application is not reactivated within 180 days of abandonment, the permit application will be void. If a permit application is void, a new permit application is required for the subject work.
- b. Extensions. The Building Official may extend a permit application for up to 180 days, with justifiable cause, as determined in the Building Official's sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit abandonment date.
- c. Reactivations. The Building Official may reactivate a permit application that has been abandoned for less than 180 days, with justifiable cause as determined in the Building Official's sole discretion. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit abandonment date. If no activity occurs within 180 days after a permit application is reactivated, the permit application will be deemed abandoned. A permit application may be reactivated only once.

2. Issued permits.

a. Initial issued permit. If no inspection is approved within 180 days after permit issuance, the permit will expire. If an expired permit is not reactivated within 180 days of expiration, the permit will be void. If a permit is void, a new permit is required for the subject work.

b. Extensions. Each time an inspection is approved, the permit will automatically be extended for 180 days. The Building Official may also extend a permit for a period of up to 180 days with justifiable cause, as determined in the Building Official's sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit expiration date. If no inspection is approved within the extended time period, the permit will expire.

c. Reactivations. The Building Official may reactivate a permit that has been expired for less than 180 days, provided no changes have been made to the scope of work, and with justifiable cause as determined in the Building Official's sole discretion. A void permit may be reactivated provided there have been no changes to the scope of work and only the final inspection remains unapproved. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit expiration. If no inspection is approved within 180 days of reactivation, the permit will expire. A permit may be reactivated only once.

3. Fees. When a new permit is required, a new permit application must be submitted and new fees must be paid based on the current adopted Bureau of Development Services fee schedule. The Bureau of Development Services will adopt policies for fee refunds or credits of previously submitted permits. Fees for permit extensions and reactivations may also be charged as adopted in the Bureau of Development Services fee schedule.

C. [No change]

D. Investigation Fees: Work Without a Permit.

1. Investigation. Whenever any work for which a permit is required by this Title has been commenced without first obtaining said permit, an investigation ~~shall~~will be made before a permit may be issued for such work.

2. An investigation fee, in addition to the permit fee, ~~shall~~will be collected whether or not a permit is then or subsequently issued. The Bureau may charge an investigation fee equal to the average or actual additional cost incurred by the City of ensuring that the work done without benefit of a

permit is in conformance with the Mechanical Code and this Title. The payment of such investigation fee ~~shall~~will not exempt any person from compliance with all other provisions of this Title nor from any penalty prescribed by law.

f. Section 32.62.040, Life of Permit and Registration Limited, is amended as follows:

**32.62.040 Life of Permit and Registration Limited.**

**A. Sign and awning permits.**

- ~~1. Initial permit. If no inspection approval has taken place within six months of issuance of a sign or awning permit, the permit is void, and no further work may be done at the premises until a new permit has been secured and a new fee paid. Each time an inspection approval is granted, the permit is deemed to be automatically extended for six months, until final approval is granted.~~
- ~~2. Extensions. The Director may extend a permit for one period of six months upon finding that the permittee was unable to commence or continue work for reasons beyond the permittee's control. A request for permit extension must be in writing and must be received by the Director before the permit expiration date. If an inspection approval has not been granted within this extended time period, the permit is void. A permit may be extended only once under the standards of this subparagraph.~~
- ~~3. Renewals. A permit that has been expired for six months or less may be renewed provided no changes have been made in the original plans and specifications for such work. A permit may be renewed only once. No permit that has been expired for more than six months may be renewed.~~

1. Permit applications.

- a. Initial permit application. A permit application that is inactive for a period of 180 days will be deemed abandoned. If an abandoned permit application is not reactivated within 180 days of abandonment, the permit application will be void. If a permit application is void, a new permit application is required for the subject work.
- b. Extensions. The Director may extend a permit application for up to 180 days with justifiable cause, as determined in the Director's sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit abandonment date. If the permit is not issued or extended within the extended date, the permit will be deemed abandoned.

c. Reactivations. The Director may reactivate a permit application that has been abandoned for less than 180 days, with justifiable cause as determined in the Director's sole discretion. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after the permit abandonment date. If no activity occurs within 180 days after a permit application is reactivated, the permit application will be deemed abandoned. A permit application may be reactivated only once.

2. Issued permits.

a. Initial issued permit. If no inspection is approved within 180 days after permit issuance, the permit will expire. If an expired permit is not reactivated within 180 days of expiration, the permit will be void. If a permit is void, a new permit is required for the subject work.

b. Extensions. Each time an inspection is approved, the permit will automatically be extended for 180 days. The Director may also extend a permit for a period of up to 180 days with justifiable cause, as determined in the Director's sole discretion. Extension requests must be in writing and received by the Bureau of Development Services before the scheduled permit expiration date. If no inspection or extension is approved within the extended time period, the permit will expire.

c. Reactivations. The Director may reactivate a permit that has been expired for less than 180 days, provided no changes have been made to the scope of work, and with justifiable cause as determined in the Director's sole discretion. A void permit may be reactivated provided there have been no changes to the scope of work and only the final inspection remains unapproved. Reactivation requests must be in writing and received by the Bureau of Development Services within 180 days after permit expiration. If no inspection is approved within 180 days of reactivation, the permit will expire. A permit may be reactivated only once.

3. Fees. When a new permit is required, a new permit application must be submitted and new fees must be paid based on the current adopted Bureau of Development Services fee schedule. The Bureau of Development Services will adopt policies for fee refunds or credits of previously submitted permits. Fees for permit extensions and reactivations may also be charged as adopted in the Bureau of Development Services fee schedule.

**B.** [No changes]