



PREVENTION AND TECHNICAL SERVICES MANUAL
ADMINISTRATIVE REQUIREMENTS
301.010 EXPIRED CONSTRUCTION PERMITS
EFFECTIVE: JANUARY 2017

SCOPE

This policy clarifies the Selma Fire Department (SFD or Department) requirements for expired permits. This policy applies to all permits issued by the SFD.

PURPOSE

This policy has been established to provide direction for the SFD requirements related to SFD construction permits that have been issued and are now expired.

BACKGROUND

As noted in *California Fire Code (CFC)*, construction permits shall automatically expire after 180 days after issuance.

The fire code official also has the authority to formulate policies they deem necessary based upon local conditions related to permit issuance.

REQUIREMENTS

Based upon the need for uniformity in application across the Department's diverse service delivery areas, and after careful deliberation, the Department has determined the following:

1. The expiration date of an SFD issued permit shall be determined based on the date of an approved (i.e. compliant) inspection completed by sworn SFD personnel. An approved inspection shall validate that work is continuing towards completion and will move the expiration date to 180 days from the date of the approved inspection.
2. The Fire Marshal (or designee) is authorized to grant an extension of time for a period not more than 180 days, if requested in writing and a justifiable cause is demonstrated. Any written request for an extension must have been received by the SFD prior to the expiration date of the permit. Should a permit have no activity for a period of one year or more, the permit will become null and void and new permits will be required at full fee for service rates.

3. If a permit expires, it may be reactivated and renewed by paying a renewal fee equal to 25% of the original permit fee.
4. If a permit expires and any codes, laws, or ordinances have changed, new permits may be required subject to the new requirements and full permit and plan check fees. This determination shall be made at the sole discretion of the Fire Marshal (or designee).