



## REQUEST TO REACTIVATE EXPIRED PERMIT FORM

Permit Number: \_\_\_\_\_ Job Site Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Explain why the work has not been completed within the originally permitted time limit: \_\_\_\_\_

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

### Office Use Only:

Permit Description: \_\_\_\_\_

Last Approved Inspection Type and Date: \_\_\_\_\_

B&S Staff Initials: \_\_\_\_\_

Your request to reactivate the expired permit is **APPROVED**.

Permit reactivation requires payment of additional fees equal to one-half of the original permit. Please visit the Building & Safety Division counter located at 3900 Main Street on the 3rd floor of City Hall to process the reactivation of this permit. Please also keep in mind that City approved plans (if any) must also be available to the Building Inspector at the time of each required inspection. If you don't have the approved plans, please make arrangements to obtain a copy from the City. Other fees apply if copies of City approved plans are needed. Generally, reactivated permits will expire again if work is not completed within 180 days of permits issuance. Permits may only be reactivated one time. Should your reactivated permit expire, a new permit shall thereafter be required, along with full payment of new fees and new plans may be necessary in order to reflect current code requirements.

Conditions: \_\_\_\_\_

\_\_\_\_\_

Your request to reactivate the expired permit is **DENIED**.

Reason: \_\_\_\_\_

\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note added to database: "Permit reactivation authorized upon payment of fees"