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BUILDING PERMIT EXTENSION POLICY

Revised: 04/2019

Policy Statement

The International Building Code (IBC) and International Residential Code (IRC) prescribe the process, procedures and methods for building permitting. As adopted by the Town of Vail, the IBC and IRC also detail the time constraints that are allowed for each building permit.

[A]105.5 Expiration. Every *permit* issued shall become invalid unless the work on the site authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized on the site by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.”

If an approved and issued building permit is nearing expiration, the permit applicant has the ability to request a time extension, in writing.

Departments Affected

Community Development

Purpose

To establish a policy for the issuance of extensions on building permits within the Town of Vail.

Procedures

- A. When a building permit is near expiration, the permit applicant has the ability to submit, in writing, a request to the Chief Building Official for a permit extension. The request shall demonstrate justifiable cause and detail the reasoning for the requested extension. The request can be in email form.
- B. If a request for extension is not received prior to the expiration date of the permit, any and all fees paid in association with said permit may become forfeit, a Stop Work Order may be issued and the Contractor Disciplinary Policy may be enacted.
- C. The Chief Building Official shall examine the request for extension and weigh the causes for the request. If it is determined that the request is reasonable, the Building Official shall grant the extension to the permit, in writing.
- D. The Town of Vail will issue one permit extension of 180 days.
- E. If it is determined that the request is unreasonable, the Chief Building Official shall deny the extension to the permit, in writing, including the reason(s) for the denial.

All correspondence relating to the expiration and/or extension of the building permit shall be uploaded and stored in the corresponding permit file within the electronic permitting software system.