

Handout No.1-4

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To Renew an Expired Permit

A permit is considered expired if no inspections have occurred on a project within 180 days from permit issuance or 180 days from the last inspection approval of any permits associated with the project (Building, Electrical, Plumbing or Mechanical Permits). When all inspections for all trades are completed other than final inspections, a permit to final the project and issuance of a certificate of occupancy can be issued. In this situation, the final inspection will be performed using the same code under which the permits were issued and the associated original approved plans. Any additional fees to be charged are to be based on the number of inspections required to to final a project.

If inspections other than finals have not been approved, the expired permit cannot be renewed. In this case, an investigation survey must be performed and a new permit must be obtained for the scope of work to be completed. If new codes have been adopted, revised plans that comply with the current codes must be submitted for a complete plan review for the work that has not been inspected. All work that has not been inspected must comply with the current codes.

In order to obtain a new permit the current status of the expired permit must be determined. To determine current status, the expired permit, all inspection notices and the approved plans (if applicable) must be available for review. If the original records are not available the applicant may complete a Permit Search by coming to our office between 9:00 a.m. and 4:00 p.m. A self-help computer is available in the Permit Center for access to the City Hall Record Imaging System (CHRIS). Applicants may also request a permit search be done by Permit Center staff by calling (408) 535-3555 or on-line at www.sjpermit.com.

If Permit Center staff are requested to reproduce lost or damaged inspection records to be used for inspections the approved minimum processing fee will be assessed for the first 30 minutes of processing time or the hourly rate based on the approved Building and Structure Permit Fee schedule.

If plans were originally required for inspection, the applicant must provide a copy of the City approved plans or produce a duplicate set of plans before a new permit can be issued. If new plans are required, a plan review must be completed prior to permit issuance. Plans are generally available for new commercial, industrial and multifamily projects. Plans submitted prior to 1992 for single family residences, minor alterations to commercial, industrial and multifamily projects

and plans for plumbing, mechanical and electrical projects are not available. If plans are on file, a copy of the plans can be obtained by completing a plan retrieval request application (handout No. 2-16).

Note: Plan retrieval and plan duplication fees are assessed for making copies of plans. Plan retrieval fees must be paid prior to retrieval.

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/ or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St. Our hours are 9:00 a.m. to 4:00 p.m. with limited service between 12:00 p.m. and 1:00 p.m.



Edward Tolentino
Chief Building Official