

Renewal¹ Request For Expired Building Permits or Permit Applications

Project Address: _____ Permit #: _____
Permit Applicant: _____ Relationship to Project: _____
Email: _____ Phone #: _____

Statement demonstrating justifiable cause for the delay or inactivity, and that the project is being pursued in good faith:

I certify that I am the original applicant/ permit holder of record.

Signature: _____ Date: _____

Additional supporting documentation may be required to approve a request to renew an application or a permit. Requests are subject to a permit renewal fee.

STAFF ONLY

<input type="checkbox"/> Expired Application* Intake Date: _____ Original Expiration Date: _____ Fees Verified? <input type="checkbox"/> Y <input type="checkbox"/> N Required Documentation Received? <input type="checkbox"/> Y <input type="checkbox"/> N Qualifies for Renewal? <input type="checkbox"/> Y <input type="checkbox"/> N Qualifies for Reactivation (<i>Natomas Basin</i>)? <input type="checkbox"/> Y <input type="checkbox"/> N Date Approved: _____ Date Denied: _____ Processor's Initials*: _____	<input type="checkbox"/> Expired Permit* Intake Date: _____ Original Expiration Date: _____ Current FIRM Flood Zone Verified? <input type="checkbox"/> Y <input type="checkbox"/> N Required Documentation Received? <input type="checkbox"/> Y <input type="checkbox"/> N Qualifies for Renewal? <input type="checkbox"/> Y <input type="checkbox"/> N Qualifies for Reactivation (<i>Natomas Basin</i>)? <input type="checkbox"/> Y <input type="checkbox"/> N Original Flood Zone: _____ Current Flood Zone: _____ Date Approved: _____ Processor's Initials*: _____
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***Renewal:** to return an expired activity to an active status upon receipt and approval of documentation demonstrating that a project has been and/or will be pursued in good faith effort to obtain a permit (applications) or that a project was not abandoned (permits).
Reactivation: applies only to those permits and permit applications in the Natomas Basin area authorized by Ordinance 2011-021.*

*Only approved Counter Management or authorized staff may process the request for renewal.

¹ Note that Sign Permits and Wrecking Permits do not qualify for renewals.