

**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

Expired Application*

Intake Date: _____

Original Expiration Date: _____

Fees Verified? Y N

Required Documentation Received? Y N

Qualifies for Renewal? Y N

Qualifies for Reactivation (*Natomas Basin*)? Y N

Date Approved: _____

Date Denied: _____

Processor's Initials*: _____

Expired Permit*

Intake Date: _____

Original Expiration Date: _____

Current FIRM Flood Zone Verified? Y N

Required Documentation Received? Y N

Qualifies for Renewal? Y N

Qualifies for Reactivation (*Natomas Basin*)? Y N

Original Flood Zone: _____ Current Flood Zone: _____

Date Approved: _____

Processor's Initials*: _____

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.