

## Renewal<sup>1</sup> 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"/> <b>Expired Application*</b> Intake Date: _____ Original Expiration Date: _____ Fees Verified? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Required Documentation Received? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Qualifies for Renewal? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Qualifies for Reactivation ( <i>Natomas Basin</i> )? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Date Approved: _____ Date Denied: _____ Processor's Initials*: _____	<input type="checkbox"/> <b>Expired Permit*</b> Intake Date: _____ Original Expiration Date: _____ Current FIRM Flood Zone Verified? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Required Documentation Received? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Qualifies for Renewal? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> Qualifies for Reactivation ( <i>Natomas Basin</i> )? <span style="float: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</span> 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.

<sup>1</sup> Note that Sign Permits and Wrecking Permits do not qualify for renewals.