

Renewal Request For Expired Building Permits or Permit Applications

Project Address: _____

Permit #: _____

Permit Applicant: _____

Email: _____

Phone: _____ Fax: _____

Relationship to Project: _____

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

Signature: _____ Date: _____

Please note, when requesting renewal of an expired Building Permit, a new Building Permit Application (Form CDD-0200) is to be completed and signed, in addition to this request form. Additional supporting documentation may be required to approve a request to renew/reinstate an application or a permit. Requests are subject to an administrative processing 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 Reinstatement? <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: _____ CDD-0200 Building Permit Part I Completed? <input type="checkbox"/> Y <input type="checkbox"/> N Current FIRM Flood Zone Verified? : <input type="checkbox"/> Y <input type="checkbox"/> N Qualifies for Renewal? <input type="checkbox"/> Y <input type="checkbox"/> N Qualifies for Reinstatement? <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 issue a new permit for an expired permit activity; to allow the continuance of an application process after expiration.
Reinstatement: 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.