



**OREGON CITY BUILDING DIVISION
POLICIES & PROCEDURES**

State Specialty Codes and/or City Municipal Code References: Oregon City Municipal Code 15.04.010

Subject: Permit Expiration, Extension and Reinstatement - Standard Operating Policy (SOP)

Effective Date: 5/11/2020

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Purpose

Establishes a policy that provides details when an issued permit has expired; how to extend a permit or how to reinstate if the permit becomes expired.

Definitions

Fees – Charges as authorized by the City Commission of Oregon City for Building Inspection and Plan Review purposes.

Permit – An official document or certificate issued by the Building Official that authorizes performance of a specific activity.

State Surcharge -- A State of Oregon surcharge fee of 12% is applied to all building permit types issued in the State of Oregon. Permits are issued any time a construction activity under the state building code is authorized and will be inspected.

City Code

OCMC 15.04.010 Adoption of the State of Oregon Specialty Codes pursuant to ORS 455.153

State Specialty Code(s)

1. 2019 Oregon Structural Specialty Code
2. 2019 Oregon Mechanical Specialty Code
3. 2017 Oregon Residential Specialty Code
4. 2017 Oregon Electrical Specialty Code
5. 2017 Oregon Plumbing Specialty Code

Policy

- **Expiration**
 - Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.
 - Any activity on any permit associated with a project will constitute activity for all permits on the project.
- **Extension**
 - Prior to the expiration of a permit, an extension may be requested if the extension request is submitted on a fillable pdf. Permit Extension Request Form (not hand written) provided on the City of Oregon City Building Division website.
 - The extension request shall demonstrate justifiable cause for the request. Financial purpose is not considered a justifiable cause in regards for a permit extension.
- **Reinstatement**
 - A permit may be reinstated for a fee of one-half of the original cost of the permit and the state surcharge if the request is received within thirty (30) days following the expiration.
 - Requests to reinstate permits that have been expired for an excess of thirty (30) days shall require that the full permit fee and the state surcharge be repaid.