

Building Permit Expiration

Frequently Asked Questions

Q. How long is my building permit active?

A. Building permits, once issued, are good for 180 days. Permit expiration dates are then automatically extended by having inspections performed, resulting in an expiration date of 180 days from the last inspection. In other words, if an inspection is performed at least every 180 days, a building permit will remain active.

Q. If I'm not ready for an inspection within 180 days, can I keep my building permit active?

A. Yes, prior to permit expiration, if a written extension request is sent to the City of Amity showing that circumstances beyond the control of the permittee have prevented work from progressing, an extension, not to exceed 180 days, may be granted. Please note that an extension request must be received prior to the permit expiration to be granted approval.

Q. If I've already received a written extension, and my permit is about to expire, can I prevent my permit from expiring?

A. Yes, if work has not been abandoned for 180 days or more, plans have not been changed, and work has been progressing, but is not quite ready for a required inspection, then a "Progress Inspection" may be requested. An inspection will then be performed and the progress noted. If significant progress has been made, the permit will be active for another 180 days from the date of the inspection. If significant progress has NOT been made, the permit will expire.

Q. What happens if my building permit expires before my project is complete?

A. An expired building permit can be "Re-issued" by payment of an amount one half of the original building permit fee required for a new permit, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that the permit has not been expired for more than 1 year.

Q. What happens if my building permit has been expired for more than 1 year?

A. To renew action on the permit, a new full permit fee must be paid. If any changes have been made to the original plans and specifications, it will be necessary to begin with a new permit application and review, similar to a new project. However, there are a few exceptions, so please check with the City of Amity to obtain information specific to your circumstance.

Q. Can I move in or use the building before I receive a Certificate of Occupancy?

A. No. No building or structure shall be used or occupied until the building official has issued a Certificate of Occupancy. The Certificate of Occupancy will not be issued until all required inspections have been performed and approved, and any associated permits have been completed and finalized. In addition, if any, "deferred" fees must be paid prior to the issuance of the Certificate of Occupancy. It is a civil infraction to occupy a building without obtaining a valid Certificate of Occupancy.

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Key Points:

- Perform inspections every 180 days to keep permit active
- Request an extension prior to the permit expiring.
- A building permit can be re-issued as long as the original plans and specs have not changed
- You cannot move in or use the building prior to the issuance of a Certificate of Occupancy.