**Expired Permit Process**

This expired permit process is focused on notifying permit holders/customers before and immediately after their permit is scheduled to expire. The goal is to get these permit holders/customers to apply for an extension or complete all inspections before cancelling the permit. If the permit is cancelled, any continued work on the project, any inspections, and any certificate of occupancy associated with the project will require a new permit, complete with new plan approval.

- **First Letter**- sent 45 days prior to the permit expiring, this is simply notice that the permit is scheduled to expire in 45 days. It includes an overview of timeframes and consequences of expired permits.
- **Permit Expired Notice**- sent within a week of the permit actually expiring, along with a notice that the permit will be cancelled within 30 days.
- **Cancelled Permit Letter**- sent 30-40 days after a permit expires, explaining that the permit is expired and cancelled, no work is to continue, the space is to remain unoccupied, and further work and inspections will need to be done under a new permit, with new plan approval, etc. Further working without an active permit or occupying without a certificate of occupancy may lead to legal consequences.
- **BZS Staff** will review all expired and cancelled permits. Depending on the nature and extent of the project, communication received from the permit holder/customer, and other internal factors, cases may be turned over to the Building Compliance Section to investigate/monitor:
  - If work continues → Working Without a Permit order
  - If a space is occupied → Occupying without a C of O order