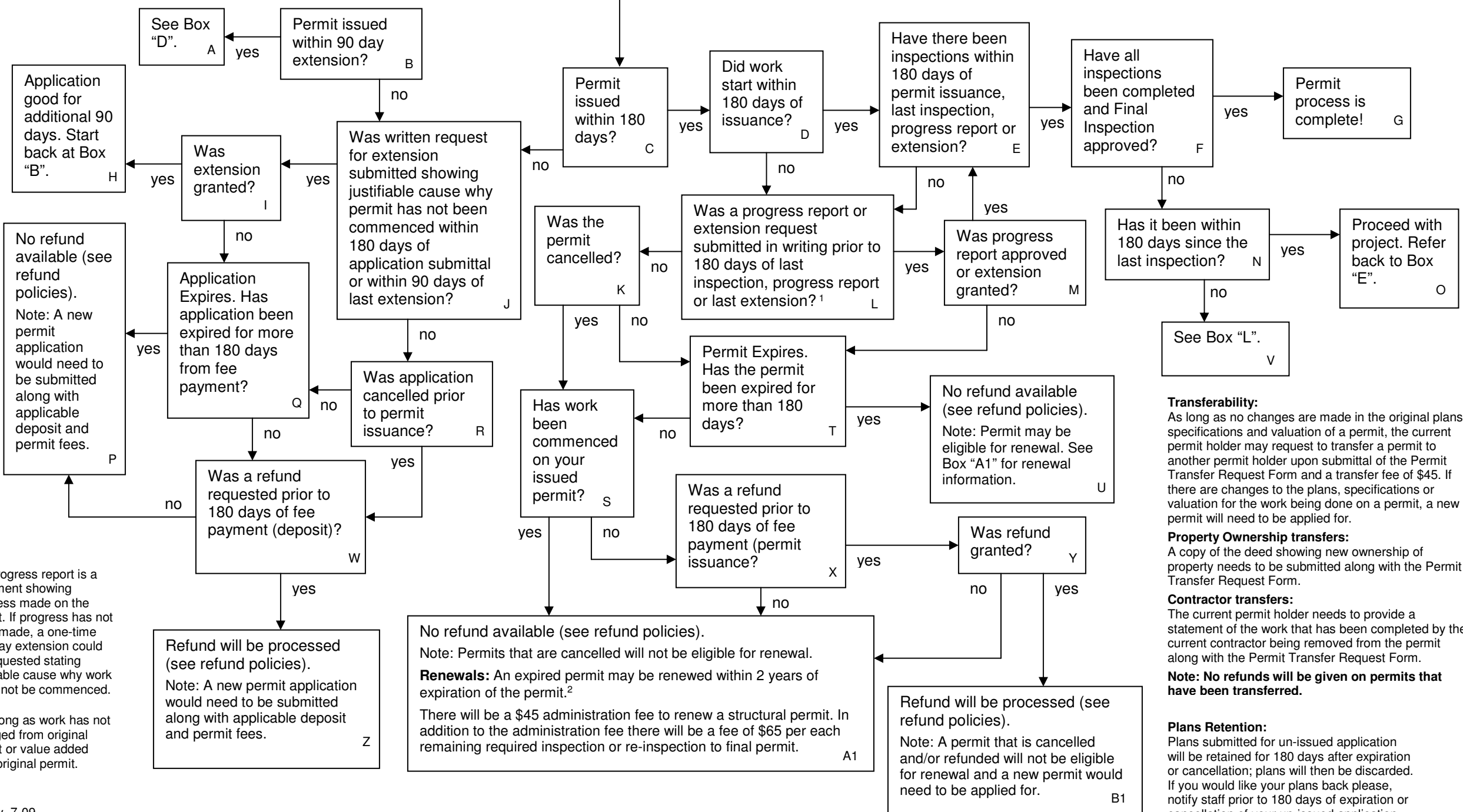


# Commercial Structural Permits



<sup>1</sup> A progress report is a statement showing progress made on the permit. If progress has not been made, a one-time 180 day extension could be requested stating justifiable cause why work could not be commenced.

<sup>2</sup> As long as work has not changed from original permit or value added from original permit.

**Transferability:**  
As long as no changes are made in the original plans, specifications and valuation of a permit, the current permit holder may request to transfer a permit to another permit holder upon submittal of the Permit Transfer Request Form and a transfer fee of \$45. If there are changes to the plans, specifications or valuation for the work being done on a permit, a new permit will need to be applied for.

**Property Ownership transfers:**  
A copy of the deed showing new ownership of property needs to be submitted along with the Permit Transfer Request Form.

**Contractor transfers:**  
The current permit holder needs to provide a statement of the work that has been completed by the current contractor being removed from the permit along with the Permit Transfer Request Form.

**Note: No refunds will be given on permits that have been transferred.**

**Plans Retention:**  
Plans submitted for un-issued application will be retained for 180 days after expiration or cancellation; plans will then be discarded. If you would like your plans back please, notify staff prior to 180 days of expiration or cancellation of your un-issued application.