

Polk County Permits Terms and Conditions

1. PERMIT HOLDER TERMS AND CONDITIONS

The permit holder shall be deemed the person or firm that is authorized to make all decisions regarding the permit, including permit information, notices, cancellation, transfer, extensions or refunds.

2. BUILDING PERMIT TERMS AND CONDITIONS

Application Expiration: An application will expire within 180 days after being submitted if it is not issued. To avoid expiration, an extension needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity. Residential extensions may be granted for 180 days and commercial extensions may be granted for 90 days.

Permit Expiration: A permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. Extensions may be granted for 180 days.

Permit Transferability: I understand as long as no changes have been 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. 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.

Permit Refunds: I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

Permit Renewals: I understand a structural permit may be renewed within 2 years of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. There

will be an administrative fee to renew a structural permit along with an inspection fee for each remaining inspection or re-inspection required to final the permit. Permits that have been cancelled and/or refunded are not eligible for renewal.

3. MANUFACTURED DWELLING PERMIT TERMS AND CONDITIONS

Application Expiration: An application will expire within 180 days after being submitted if it is not issued. To avoid expiration, an extension needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity. Residential extensions may be granted for 180 days and commercial extensions may be granted for 90 days.

Permit Expiration: A permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. Extensions may be granted for 180 days.

Permit Transferability: I understand as long as no changes have been 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. 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.

Permit Refunds: I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

Permit Renewals: I understand a structural permit may be renewed within 2 years of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. There will be an administrative fee to renew a structural permit along with an inspection fee for each remaining inspection or re-inspection required to final the permit. Permits that have been cancelled and/or refunded are not eligible for renewal.

4. ELECTRICAL PERMIT TERMS AND CONDITIONS

Permit Application Expiration: I understand this permit application will expire within 180 days after being submitted if the permit is not issued. To avoid expiration of an application an extension request needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity, otherwise the application will be expired. Extensions may be granted for an additional 180 days.

Permit Expiration: I understand this permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. A one time extension may be granted for an additional 180 days.

Permit Transferability: I understand this permit is not transferrable.

Permit Refunds: I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

Permit Renewals: I understand an electrical permit may be renewed within 1 year of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. The renewal fee would be ½ the amount of new permit fees. Permits that have been cancelled and/or refunded are not eligible for renewal.

5. PLUMBING PERMIT TERMS AND CONDITIONS

Permit Application Expiration: I understand this permit application will expire within 180 days after being submitted if the permit is not issued. To avoid expiration of an application an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the application will be expired.

Permit Expiration: I understand this permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a

period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. A one time extension may be granted for an additional 180 days.

Permit Transferability: I understand as long as no changes have been made in the original plans, specifications and valuation of the 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. 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.

Permit Refunds: I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

Permit Renewals: I understand a plumbing permit may be renewed within 1 year of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. The renewal fee would be ½ the amount of new permit fees. Permits that have been cancelled and/or refunded are not eligible for renewal.

6. MECHANICAL PERMIT TERMS AND CONDITIONS

Permit Application Expiration: I understand this permit application will expire within 180 days after being submitted if the permit is not issued. To avoid expiration of an application an extension request needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity, otherwise the application will be expired. Residential extensions may be granted for an additional 180 days and commercial extensions may be granted for an additional 90 days.

Permit Expiration: I understand this permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired.

Permit extensions may be granted for an additional 180 days. A commercial permit can only be extended one time.

Permit Transferability: I understand as long as no changes have been made in the original plans, specifications and valuation of the 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. 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.

Permit Refunds: I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

Permit Renewals: I understand a commercial or over-the-counter mechanical permit may be renewed within 1 year of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. The renewal fee would be ½ the amount of new permit fees. Mechanical permits that are issued with a building permit can be renewed under the structural permit guidelines. Permits that have been cancelled and/or refunded are not eligible for renewal.