

Handout No. 2-14
Published: 8/21/00
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Plan Check Expiration, Extension and Renewal

A. Plan Check Expiration

1. All plan check submittals for which a building permit is not issued shall expire by limitation and become null and void after 180 days following the date of application.
2. Before the end of this 180 days time period, the applicant shall:
 - pay for and pick up the building permit, or
 - apply for and receive an extension of the plan check submittal or approval.
3. When a plan check submittal or approval expires, new sets of plans must be resubmitted and reviewed for conformance to current codes. Additional Plan check fees will also be assessed to cover the review for conformance to current codes.

B. Plan Check Extension

1. Plan check submittal or approval may be extended for an additional 180 days by submitting a written request to the Chief Building Official and paying the appropriate fee. The written request for extension must be received by the Chief Building Official before expiration of the plan check submittal.
2. Plan check submittal or approval shall not be extended more than once, except that, the Chief Building Official may approve a second extension of not more than 360 days when the applicant demonstrates that circumstances beyond the control of the applicant have prevented action from being taken to have the building permit issued.
3. For *multi-building* projects only, the plan check approval is valid for 180 days from the latest building permit issuance date, provided that conditions stipulated in section D are complied with.

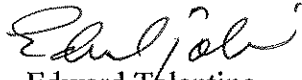
C. Foundation Permit

If a foundation permit is issued, then all subsequent building permits (including sub-trade permits submitted under the same application), must be completed, paid for, and picked up

before expiration of the plan submittal, but no more than one year after the adoption of the new building standards (see section D).

D. Plan Check Extensions After A New Code Has Been Adopted

All plan check submittals and approvals shall be updated to meet the new building standards when the permit is issued one year or more after adoption of the new standards.



Edward Tolentino
Chief Building Official

Note: This informational handout is based on Policy SJMC 24.02.350 and 24.02.355.

(Letter must be on company letterhead)

SAMPLE EXTENSION LETTER

Date (must be prior to expiry) _____

To: Chief Building Official
City of San Jose
Dept. of Planning, Building & Code Enforcement

Attn: Permit Center Supervisor
Building Division, 2nd Floor
200 East Santa Clara Street
San Jose, CA 95113

Project: *(Business Name if applicable)*
(Address)
(Bldg Permit #) or (Plan Check #)

We would like to request a **Plan Check** extension to be granted for the project specified. *(State reason plan check was completed indicating the circumstances beyond the control of the applicant that prevented action from being taken.)*

Respectfully,

(Signature of Owner)
(Print Signature Name)
(Title)
(Business Name if applicable)
(Phone #) (Fax #)
(Email)