



CITY OF CITRUS HEIGHTS

BUILDING & SAFETY DIVISION

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Policy for Plans Submitted Prior to Code Cycle Change

Purpose:

To establish a policy and procedure for the acceptance and issuance of plans and permits prior to the changing from one building code edition to the next. This policy will clarify when a submitted plan must be revised to reflect the new code edition in effect, and if plans or permits are submitted prior to the changing of the code editions, how long the applicant has to have the permits issued before the submittals must reflect the new code editions.

Background:

California Health and Safety Code Section 18938.5 states: "a) Only those building standards approved by the commission, and that are **effective at the local level at the time an application for a building permit is submitted**, shall apply to the plans and specifications for, and to the construction performed under, that building permit." This means that plans or applications submitted before a code cycle change can be issued under the code edition in effect when the plans or permit application was submitted, as long as the plans or permit application do not exceed their designated expiration period.

Policy:

- **Master Plan Review:** Master Plans may be submitted for compliance with the next code cycle beginning in mid-October prior to the end of the current code year. Any Production Home permits submitted after the last business day in December will not be issued unless the corresponding Master Plans have been approved for the new codes to go into effect in January.
- **All other Plan Review submittals:** Plans submitted prior to the change of a code edition may be issued and completed under that code edition, as long as the application did not pass the expiration date shown on "*CHB1800 Policy for Time Limitation of Plan Review Applications, Permit Expirations and Refunds of Permit Fees*".
- **Production Homes:** Applications for Production Home permits submitted on or before the last business day of December prior to a code change may remain valid under the submitted code edition as long as the applications do not expire. Applications for Production Home permits made *after* January 1st of the new code cycle will not be accepted unless Master Plans are approved for compliance with the new code cycle. Production Home permits issued prior to the change of a code edition may be issued and completed under that code edition, as long as the Production Home permit did not pass the expiration date shown on "*CHB1800 Policy for Time Limitation of Plan Review Applications, Permit Expirations and Refunds of Permit Fees*".
- **All other Building Permits:** Building permits issued prior to the change of a code edition may be issued and completed under that code edition, as long as the building permit did not pass the expiration date shown on "*CHB1800 Policy for Time Limitation of Plan Review Applications, Permit Expirations and Refunds of Permit Fees*".

See table from "*CHB1800 Policy for Time Limitation of Plan Review Applications, Permit Expirations and Refunds of Permit Fees*" on the following page for plan review and permit expiration times.

PLAN REVIEW EXPIRATIONS AND EXTENSIONS			
Description and Type of Process	Application Time Limit	Allowable extensions	Suspension / Revocation
Plan Review - Non-res and multi-family - PLAN APPROVED	180 days from date of filing of application	One or more 90 day extensions; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code
Plan Review - Residential, less than 4 stories - PLAN APPROVED	180 days from date of filing of application	One or more 180 day extensions; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code
Plan Review - Master Plans - PLAN APPROVED	365 days after completion of plan review	One or more 180 day extensions; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code
Plan Review - Misc. Projects - PLAN APPROVED	180 days from date of filing of application	One or more 180 day extensions for res, 90 day for non-res ; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code
Permits - Non-res and multi-family - PERMIT ISSUED	If work is not commenced within 365 Days from date of permit issuance, or if work is suspended or abandoned for 365 after work has commenced.	One or more 90 day extensions; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code

Description and Type of Process	Application Time Limit	Allowable extensions	Suspension / Revocation
Permits - Residential, less than 4 stories - PERMIT ISSUED	If work is not commenced within 365 Days from date of permit issuance, or if work is suspended or abandoned for 365 after work has commenced.	One or more 180 day extensions; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code
Production Home Permits - PERMIT ISSUED	If work is not commenced within 365 Days from date of permit issuance, or if work is suspended or abandoned for 365 after work has commenced.	One or more 180 day extensions; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code
Permits - Misc. Projects - PERMIT ISSUED	If work is not commenced within 365 Days from date of permit issuance, or if work is suspended or abandoned for 365 after work has commenced.	One or more 180 day extensions for res, 90 day for non-res ; extension shall be requested in writing and justifiable cause demonstrated	Chief Building Official is authorized to suspend or revoke a permit if it is issued in error, contains incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code

CALIFORNIA CODE REFERENCES:

CALIFORNIA BUILDING CODE – PART 2

[A] 105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding **90** days each. The extension shall be requested in writing and justifiable cause demonstrated.

105.5.1 Expiration. [BSC] On or after January 1, 2019, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. (See Health and Safety Code Section 18938.5 and 18938.6.)

[A] 105.6 Suspension or Revocation

The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

CALIFORNIA RESIDENTIAL CODE – PART 2.5

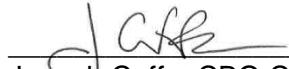
R105.3.2 Time Limitation of Application An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been

pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding **180** days each. The extension shall be requested in writing and justifiable cause demonstrated.

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R105.6 Suspension or Revocation. The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

Any application not issued prior to the effective date of any new law, statute, provision, ordinance, or any revision or update to the same, that directly or indirectly applies to code regulation and enforcement, will be deemed void, and a new application shall be made, and new fees shall be calculated and collected at the rates currently in effect at the time of the new application.



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