



City of Santa Barbara  
Building & Safety Division  
**Permit Reinstatement, Renewal  
and Expiration**

Community Development  
630 Garden Street  
805-564-5485

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**Expired Permit Reinstatement or Replacement:**

- **Minor** expired permits that expire may not be reinstated or renewed without a new application submittal with reviews and approvals by all required City Departments and Divisions unless approved by the Building Official.
- **Non-minor** expired permits that **have** neared completion (foundation, structural components and plumbing, mechanical and electrical systems are completed) but are lacking a Final inspection, may be reinstated without additional plan review for the purpose of Final inspections when all of the following conditions exist:
  - a. The work matches the approved plans and the plans, or official copies of the plans, will be available onsite for inspection.
  - b. All work that took place was properly inspected and approved by the building inspector.
  - c. All other City Departments and Divisions have no conditions prohibiting the reinstatement of the original permit.
  - d. A new building permit fee is paid equal to the amount of time used by counter staff and inspection staff to process and complete the remaining inspections. This fee will be based on the total hours required by staff, multiplied by the Building & Safety hourly rate found in the City's Fee Resolution in effect at the time of permit reinstatement.
- **Non-minor** Expired Permits that **have not** neared completion (foundation and structural components are not completed) may be reinstated or a new permit issued without additional plan review, for the purpose of completing the project when the following conditions exist:
  - a. The permit is no more than 6 years beyond the original permit application date.
  - b. The work matches the approved plans and those plans, or official copies of the plans, will be available onsite for inspection.
  - c. All work that took place was properly inspected and approved by the building inspector.
  - d. Other City Departments and Divisions have no conditions prohibiting the reinstatement or renewal of the original permit.
  - e. A new building permit fee is paid equal to the amount of time used by counter staff and inspection staff to process and complete the remaining inspections. This fee will be based on the total hours needed by staff multiplied by the Building & Safety hourly rate found in the City's Fee Resolution in effect at the time of permit reinstatement or replacement.
- **Non-minor** Expired Permits that have not neared completion and are dated more than 6 years beyond the original permit application date, shall remain expired and all related approvals from other Departments and Divisions may expire as well. For the work to continue a new building permit application must be submitted and approved.

**Definitions:**

Note – the following definitions are intended to apply to this Expired Permit Policy only.

- “Commenced” or “Commencement” – successful inspection and subsequent pouring of a significant portion of the foundation or support structure; or, a significant portion of the work has been completed for work that would not have a foundation or support structure.
- “Abandoned”, “Abandonment”, “Suspend” or “Suspension” – lack of a significant inspection or lack of significant progress of the work associated with the building permit.

- “Expired Permit” – a building permit which has not had a significant inspection or for which there has not been significant progress for a period of 180 days or more.
- “Justifiable Cause” – any situation where the permit holder was prohibited from proceeding with typical construction methods due to acts of nature, specific conditions of approval (no grading in wet season), or actions by others that her/she was absolutely dependent on AND were beyond his/her control.
- “Minor Permits” – building permits issued for work that is minor in nature such as reroofs, fences, garden walls, gazebos, trellises, new sewer lines, new electrical services, etc.