



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 105.5.1

To: Building Division Staff

From: Tonee Thai
Deputy Community Development Director/Chief Building Official

Effective Date: **November 1, 2023**
(Revised: October 19, 2009)
(Original Effective Date: June 3, 2009)

Regarding: **Permit Extension Policy**

A permit extension request may be filed with the Chief Building Official provided the current permit has not expired.

In accordance with Section 105.5 of the Newport Beach Administrative Code (NBAC) with amendment found in Chapter 15.02 of the Newport Beach Municipal Code, the following will apply to the extension of permit(s):

1. When a request for extension of a building permit is received in writing and a justifiable cause is demonstrated, an extension of time may be granted for a period not to exceed 180 days when the following conditions are met:
 - a. The permit has not expired; and
 - b. The request is made not more than 180 days following a meaningful passing inspection; and
 - c. The construction will be completed within the three-year construction time limit as set forth in NBMC 15.02.095.
2. Due to concerns relating to projects remaining under construction for long periods of time, no extensions will be granted to allow projects to exceed the construction time limit set forth in Newport Beach Municipal Code (NBMC) Section 15.02.095.
3. No permit shall be extended more than once unless otherwise approved by the Chief Building Official or the Community Development Director.
4. See Newport Beach Municipal Code (NBMC) Section 15.02.095 for Sections 105.3.3, 105.3.4 and 105.3.5, regarding the three-year construction time limit on building permits.