



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 105.5

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: **March 10, 2020**
(Original Effective Date: January 8, 2009)
(Revised: October 19, 2009)
Regarding: **Expired Permit Renewal Policy**

In addition to the provisions in 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 handling of expired permits:

1. An expired permit may be replaced with a new permit by paying the full current fees and may reuse the previously approved plan check provided that the new permit is issued within one year of the date that the original approved permit and no changes have been made to the original approved plan.
2. If an expired permit is replaced with a new permit more than one year after the expiration date of the original permit a new plan check review will be required along with full current fees for the plan check and new permit.
3. In cases where the codes have changed from the codes in effect at the time of the original plan check and it has been more than one year since the original permits expired where construction work progress was made, the following will apply.

The Principal Building Inspector will review the areas that conflict between the new and old codes and determine if that portion of the work was completed prior to expiration of the permits or is yet to be built.

If it is determined that the work that conflicts between the new and old codes was legally built before the original permit expired, the City will allow the new permit to be issued using the original plan check and finish the project under the old code unless in the judgment of the Principal Inspector, a life safety issue is created by doing so. In cases where it is determined that the work that conflicts between the new and old codes has not been constructed, a revised plan and new plan check will be required to ensure the remaining work complies with the current code.

4. No permit shall be renewed more than once or beyond three years after the original permit issuance date.
5. See the Newport Beach Municipal Code (NBMC) Section 15.02.095 for the addition of Sections 105.3.3, 105.3.4 and 105.3.5, regarding a three-year construction time limit to building permits.