



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 105.5

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: January 8, 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 renewed as follows:
 - a. For expired permits with no recorded inspection, the permit renewed within one year of the original permit's expiration date and no changes made to the original approved plan and specification for such work by paying the full current fees.
 - b. For expired permits with inspections that were previously recorded, the renewed permit fees shall be one half of the amount required for a new permit for such work.
2. If a permit is expired more than one year, a new plan check review will be required along with full current fees for the plan check and new permit shall be obtained for the scope of work.
3. In cases where the current 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, and where significant construction work progress was made, the following will apply:
 - a. 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.

- b. 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. If in the judgment of the Principal Inspector, a life safety issue is created by doing so then work shall be corrected to comply with current code.
 - c. 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, nor construction projects permitted to continue beyond the construction time limit as set forth in NBMC Section 15.02.095.
 5. See 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 on building permits.