



## Community Development Department Building & Safety Division

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Policy No.: BDP 16  
Original Effective Date: February 8, 2001  
Revised Date: February 17, 2021  
Initiated By: George Thomas, P.E., Building Official  
Revision By: Jeff Threlkeld, Permit Technician  
Approved By: Gregory A. Shreeve, Sr., Chief Building Official <sup>GS</sup>  
**Subject: Expired Building Permits**

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### Code References

Section 7.28.380 of the Dublin Municipal Code (DMC)

“Permits issued pursuant to this Chapter having a valuation of less than one million dollars (\$1,000,000) shall expire one year from the date of issuance; and permits having a valuation of over one million dollars (\$1,000,000) shall expire two years from the date of issuance”.

### Process

A. The following procedures are to be followed for expired permits:

Mail or email the expired letter to the property owner and to the contractor, place a copy inside the permit file or copy to the digital file.

B. Various types of expired permits can be verified and finaled -or- expired by a site visit (visual inspection not requiring entry onto private property):

1. See Table 1

Paper permit paper files (pre-April 2020): once the permit has expired pull the entire file and give to supervising contract inspector for field inspection.

Digital permit files: perform a QBE for expired permits at the beginning of each month and highlight the permits that can be finaled or expired by a visual inspection and give to inspectors. (QBE – Permit number cell “bldg.\*”, Status cell “issued”, and Expires cell “<insert date”)

Digital copies of the plans can be sent to the inspector from our electronic folder retaining all digital submittals.

Permits that the contract inspectors are unable to final or expire shall be returned to the Permit Technician for processing.

C. The following procedures are to be followed for expired permits where the contract building inspectors are unable to final or expire in the field and for permits that do not qualify under section A above:

Types of Expired Permit Letters or .PDF letter attachments sent via email (shall be known as a notification):

1. Permits considered minor in nature (see Table 2):

Send the notification "Expired Minor Permit Letter Template" (Attachment 1).

At the end of the grace period, route the permit file(s) to the Chief Building Official or his designee for review. The Chief Building Official will determine if the permit is to be closed or routed to Code Enforcement for inspection. If determined closed, the Permit Technician assigned shall close the permit stating that final inspection was never permitted.

2. Permits considered major (see Table 3):

Send the notification "Expired Permit Letter Template" (Attachment 2).

At the end of the grace period, the Chief Building Official or his designee shall turn the permit over to Code Enforcement for code enforcement proceedings.

3. Permits which are soon to expire, within thirty (30) days:

Send the notification "Expiring Permit Letter Template" (Attachment 3) by email or mail.

Applicants that have received the courtesy notification and have failed to respond are subject to Steps B, C1 or C2 above.

**TABLE 1**

Visual Inspection Permits Include:

**RESIDENTIAL**

- Re-Roofs
- Roof Mount Solar Systems (Verification Solar not installed)
- Front Yard Landscaping
- Front of House Repairs
- Main Water Line Replacements

**COMMERCIAL**

- Monument Signs
- Wall Mount Signs

**TABLE 2**

Minor Permits Include:

**RESIDENTIAL**

- A/C Units (new or replacements)
- Gas line relocations
- Re-roofs
- Water Heaters
- Window replacements
- Room additions if “final only” is required
- Back flow prevention devices (valves) associated with irrigation systems
- Remodel work requiring a “final only”

**COMMERCIAL**

- Re-roofs
- Monument signs (less than 4-ft in height)
- Wall mount signs with no electrical connections
- Direct sign replacements
- Gas line repairs
- Minor electrical work
- Fire alarms
- HVAC replacements

**TABLE 3**

Major Permits Include:

**RESIDENTIAL**

- Room additions
- Electrical service changes
- Patio enclosures
- Pools/spas (in ground or portable)
- Remodel work not requiring a “final only”
- New buildings
- Landscaping feature containing water greater than 18-in of water depth
- Roof Mount Solar Systems (if installed)

**COMMERCIAL**

- Tenant improvements
- Signs with electrical or not listed above
- Major electrical work to include service changes
- Mechanical systems to include hoods and ducts
- Fuel tanks (above and below grade)
- New buildings
- Storage racks