



This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws.

Permits: Expiry and Extension

No.: BUILDING-31
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This bulletin is to inform Applicants and Builders of the length of time that permits are valid for and the opportunity for extension.

Summary:

- Permits are only valid for a limited time, initially for 180 days, starting on the day of issuance.
- Permits generally expire after 180 days of inactivity on the project site.
- Permit extensions may be granted if a written request, with supporting information, and all fees have been received, no greater than 30 days before permit expiry.

General Information:

To ensure permit holder commitment to the completion of approved projects within a reasonable and justifiable time period, limitations on permit validity periods have been incorporated into the City of Richmond's Building Regulation Bylaw. **Note:** in this bulletin, "permits" refers to all permits governed by the Building Regulation Bylaw.

Site preparation work, mobilization of construction equipment and materials, and soil densification work (such as preloading) are **not** deemed as "construction activity" as defined in the [Building Regulation Bylaw](#).

Permit Validity Period:

- Permits are valid for a limited and defined durations.
- A permit is initially valid for a period of **180 days**, starting on the day of issuance and expires when:
 - No construction, gas work, or plumbing has occurred since original permit issuance for 180 days after the permitted date; **or**,
 - Construction, gas work, or plumbing is discontinued or suspended for a period of more than 180 days.
- A permit holder who has not yet started construction, gas work, or plumbing and is approaching the end of the initial validity period of 180 days may request for an extension.
 - Requests for extension must be made within 30 days of expiry, and associated permit extension fees paid.
- Permits will be deemed as expired on the day following the noted expiration date, or the next regular business day (if in conflict with the first).

See over →

Expired Permits:

- In cases where no observable progress has been made by the permit holder between calls for inspection (within the 180 day period), the permit may be deemed as expired.
- Expired permits, without extension, will be subject to a new application process, should the permit holder wish to continue work. The new application process will be subject to any and all changes to Regulations, Bylaws, or Codes in affect at the time of the new application.

Permit Extension:

- Request for permit extensions must be received, and fees paid, within a period no greater than 30 calendar days of permit expiry.
- If granted, extensions are limited to no greater than 180 days from the expiration date of the original permit.
- **All permits are limited to a single extension.**

Requests for permit extension must be made in writing, by the permit holder on record, to the Director of Building Approvals at building@richmond.ca. The request must include:

- Permit number(s);
- Circumstances for delayed project start;
- Anticipated start of the construction date (first inspection).

Evaluation of the merits of an extension request will be based on objective and verifiable circumstances requiring the extension.

- Permit holders are responsible for providing adequate information to base the evaluation on.
- Supporting information must be provided with the request for extension.

Extensions will not be granted if:

- The requested extension and supporting documentation cannot be reasonably reviewed prior to the permit expiry date;
- Changes to Regulations, Bylaws, or Codes affecting land use and/or density have occurred since the issuance of the permit, and which would be in contravention of the changes.

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.