



## Permits – Expiry and Extension

**No.: BUILDING-31**  
**Date: 2018-05-30**

### Purpose:

To provide permit holders with clarity on extension of permit expiration, and the evaluation process when considering requests for extension of permit validity periods, in circumstances where no construction has begun. For the purposes of this bulletin, “Permits” refer to all permits governed by *Building Regulation Bylaw 7320*.

### Background:

Part 5 of the *Building Regulation Bylaw 7230* outlines the terms, conditions and requirements pertaining to Permits. Permits are valid for a limited and defined duration. Sections 5.10 and 5.11 specifically deal with the expiration of, and extension of permit validity periods. A permit is initially valid for a period of 180 days, commencing the date of issuance, and expires when:

- No construction, gas work or plumbing pursuant to the issued permit has begun within the period starting on the date of issuance and ending 180 days thereafter; 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 180 days may request an extension. The extension is granted at the discretion of the Director, Building Approvals. Such requests for extension must be made within 30 days of expiry, and associated permit extension fees paid.

A permit holder who has discontinued or suspended work for a period of more than 180 days from the date of the last inspection may not apply for an extension.

The activities of construction, gas work and plumbing are defined in the *Building Regulations Bylaw 7230*.

### Issue:

Limitations to permit validity periods are incorporated into the Bylaw as a means to ensure permit holder commitment to the completion of approved projects, within a reasonable and justifiable time period. The varying nature of permit types, project complexities, schedules and phasing conditions, require flexibility in assessment and application of the requirements for each project, while ensuring a fair and transparent evaluation process to deal with expired permits, and requests for extension.

The Evaluation section below offers clarification to the most commonly observed issues arising when considering building permit expiration and requests for extension.

See over →

## Evaluation – Criteria and Procedures:

- Construction activity, as defined in the Bylaw, is not deemed to include site preparation works, mobilization of construction equipment and materials, or soil densification work (such as pre-loading).
- 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).
- Requests for permit extensions must be received, and fees paid, within a period no greater than 30 calendar days of the permit expiry.
- 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 this evaluation on. Supporting information must be provided with the request for extension. If the request and supporting documentation cannot be reasonably reviewed prior to the permit expiry period, an extension will not be granted.
- An extension will not be granted in circumstances where 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.
- If granted, extensions are limited to no greater than 180 days from the expiration date of the original permit, and may not be granted for the maximum allowable period.
- All permits are limited to a single extension.
- 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.

## Process:

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

- Permit Number(s);
- Circumstances for delayed project start; and,
- Anticipated start of construction date (first inspection).

## Implementation:

Application of the above take effect at the date of publication.

If you should have any questions on the above, please contact the Building Approvals Department at 604-276-4118.