

**Per Washoe County Department of Building & Safety Chapter 100
Regarding Renewal of Expired Permits -**

100.105.5.2 Renewals. Renewals of an expired permit must be applied for within 6 months of the permit expiration date and all additional fees paid. A renewal may be granted in writing by the building official only if the building official is satisfied that justifiable cause exists for a renewal and a site inspection by the building official establishes that the work authorized by the permit commenced before the permit expiration and the work is not complete. Renewals shall extend the time of the permit for 18 months from the date of expiration of the original permit or the last renewal.

Exceptions: If the building official is satisfied with proof from the applicant of his active military service that prevented timely completion of the authorized work, the building official may grant a one time extension for a reasonable period of time not to exceed 2 years at no cost to the applicant. If the authorized work is not completed within this extension of time, a renewal of the original permit, if possible hereunder, or a new permit will be required pursuant to the provisions of this code. If at the time of expiration of the permit or its renewal the authorized work is in the final inspection stage as defined in Article 109, the building official may grant a one time 90-day extension at no cost. If work under this extension is not completed within the 90 days, a renewal of the original permit, if possible hereunder, or a new permit will be required pursuant to the provisions of this code

100.105.5.3 Renewal limit. Permits may be renewed 3 times. After the expiration of the third renewal, the applicant shall apply for a new permit.

Fees: Renewal fees will be charged at \$45.00 **plus** ten percent (10%) of the total building permit fee and sub-fees or \$10 (ten) dollars whichever is greater. The renewal fee will exclude Park Tax, Regional Transportation Commission fee and plan check fee.

Please note that if you are going to pay via a written check you are able to renew your permit by mail; however, please call our office at (775) 328-2020 to verify your renewal amount prior to mailing a check.

We are also able to renew permits over the phone provided you have a credit card to make the renewal payment with. Please call our office at (775) 328-2020 to complete this renewal process over the phone.