



To: Building Permit applicant and permit holder
From: George Kabaivanov, Building Official
Date: January 22, 2026
Re: PERMITS EXPIRATION AND TIME LIMITATION ON PERMIT APPLICATION

This inform is to ensure consistency and adherence to the current regulations.

Relevant code sections related to the permit application:

California Building Code 2025 (CBC)

CBC [A] 105.3.2 Time Limitation of Application

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Richmond Municipal Code (RMC)

6.02.010 - Adoption by reference.

A. The Building Code of the City of Richmond is the 2025 California Building Standards Code (California Code of Regulations, Title 24), adopted by reference and incorporated herein

6.02.030 Amendments, additions, and deletions

(A) Amendments, additions, and deletions to 2025 California Building Code Chapter 1 Division II
Scope and Administration:

1. Section 103.1 is amended as follows:

103.1 Creation of enforcement agency. The Building Division of the Community Development Department is hereby created, and the official in charge thereof shall be known as the building official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

2. New Section 105.3.2.1 is added as follows:

105.3.2.1 Expiration of Plan Review. Abandoned applications or applications for which no permit is issued within 180 days following the date of plan review approval notification will expire by limitation, and the Building Official may thereafter destroy plans and other data submitted for review.

Interpretation and implementation of the permit application time limitations

Once the permit application is accepted (permit number generated), the system sets an expiration date of 180 days from the date the application record was created. Each activity, such as uploading documents and responses to review comments, resets the expiration 180 days from the last activity.

Permit applicant receives email warning 30 and 10 days prior to the application expiration, prompting for action.

The Building Division staff may extend the expiration date of an active (not expired) permit by 90 days upon receipt of a written request from the permit holder.

Relevant code sections related to the validity of the permit:

CBC 105.5 Expiration

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

105.5.1 Expiration.

[BSC] On or after January 1, 2019, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each, The extension shall be requested in writing and justifiable cause demonstrated. (See Health and Safety Code Section 18938.5 and 18938.6).

Richmond Municipal Code (RMC) 6.02.030 Amendments, additions, and deletions.

3. New Section 105.5.2 is added as follows:

105.5.2 Completion of work after permit expiration. Before work on an expired permit can be recommenced, a new permit shall first be obtained and the fee for such new permit shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. Any suspension or abandonment in excess of one year shall be treated as a new permit and subject to all the provisions thereof.

Interpretation and implementation of permitted work authorization

Once the permit is issued, the system sets an expiration date a year from the issuance. Each activity, such as passing inspection, resets the expiration date to a year from the last activity.

Permit holder receives email warning 30 and 10 days prior to permit expiration, prompting for action.

The Building Division staff may extend the expiration date of an active (not expired) permit by 180 days upon receipt of a written request from the permit holder. The first extension is free; the second extension is subject to the 2nd time Permit Extension fee per the current Fee Schedule. Third and subsequent extensions on an active permit must be approved by management staff and may be subject to additional processing fees.

If a permit is abandoned after it has expired, it can be reactivated within one year of the expiration date for half the fee of an original permit with the same scope and valuation, based on the current fee schedule.

Permits abandoned in excess of one year after the expiration date shall be treated as a new permit and subject to all the provisions thereof, including plan review and permit fees as applicable for an original permit with the same scope and valuation, based on the current fee schedule.

Relevant code sections related to the Building Code editions

CBC 1.1.9 Effective Date of This Code

Only those standards approved by the California Building Standards Commission that are effective at the time an application for building permit is submitted shall apply to the plans and specifications for, and to the construction performed under, that permit. For the effective dates of the provisions contained in this code, see the History Note page of this code.

Exceptions: (1) [HCD 1 & HCD 2] Retroactive permits issued in accordance with Health and Safety Code Section 17958.12.

California Health and Safety Code (HSC) 17958.12.

(a) The Legislature hereby finds and declares the following:

(1) Building officials, pursuant to this code and the California Building Standards Code, have broad authority as part of their enforcement authority to render interpretations of the code and to adopt policies and procedures to clarify the application of its provisions.

(2) A building official has the discretion to apply the building standards that were in effect at the time a residential unit was constructed. This is permissible under the authority to grant modifications on a case-by-case basis and the authority of a building department to approve a material, appliance, installation, device, arrangement, or method if it finds that the design is satisfactory and equivalent to the building standards code. Several jurisdictions were not aware of this existing authority.

(3) It is the intent of the Legislature to clarify that when a building permit for a residential unit does not exist, the appropriate enforcement official may make a determination of when a residential unit was constructed and then apply the California Building Standards Code and other specified rules and regulations in effect when the residential unit was determined to be constructed for purposes of issuing a building permit for the residential unit.

Interpretation and implementation of the applicable code editions

When reactivating an expired application or work abandoned more than a year past permit expiration.

Permit applications for one and two-family residential projects may be approved under the previously approved code edition by the plan reviewer, provided there are no life safety issues or substandard housing conditions as defined in the HSC.

Drawings for commercial projects must be updated, for compliance with the current code, stamped, and signed by the licensed design professional responsible for the design.