



Permit Expiration & Extension

Development Services Department
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PERMIT EXPIRATION POLICY

*The City of Hayward permit expiration and extension policy is based on the California Building Code sections 105.3.2 and 105.5. Additionally, the city has a local ordinance that slightly modifies CBC section 105.3.2 to give a full year for plan review as opposed to 6 months (see Hayward Municipal Code Chapter 9, Article 1). **Permit extension fees are required for each permit number. Extension fee rates increase beyond the first extension. See the City of Hayward Master Fee Schedule for current fee rates.***

There are 3 stages of the process where a permit can expire:

- 1. Plan Review** – This period starts when a building permit number is assigned during initial intake or completeness check. This stage ends when the plans are approved and the applicant is notified by the city that the permit is ready to pick up.
 - **TIMELINE: 1 year to reach application approval.** If plan review takes more than one year to complete, the project will expire.
 - **EXTENSIONS: 1 or more for 90 days each.**
- 2. Waiting to pull permit** – (Also referred to as “ready to issue”). This is the period when the applicant has been notified their application is approved and the City of Hayward is waiting for remaining fees to be paid before issuing the building permit.
 - **TIMELINE: 180 days waiting to obtain permit.** If the building permit is not issued within 6 months of the plans being approved, the application will become expired.
 - **EXTENSIONS: 1 or more for 90 days each.**
- 3. Inspections** – Once a building permit is issued, the inspection stage officially begins. Unlike the plan review stage, there is no overall time limit for construction. A building permit will never expire provided the project remains active. If a permit holder does not have a legitimate building inspection for over 180 days, the project will be considered inactive and the permit will expire.
 - **TIMELINE: 180 days between inspections.** Also, if the permit is issued and no initial inspection occurs on site for 180 days, the permit will become inactive.
 - **EXTENSIONS: 1 or more for 180 days each.**

BUILDING PERMIT EXTENSION REQUEST APPLICATION

This extension is being requested by (select one):

- OWNER
- CONTRACTOR

Building Permit Number: _____ Date: _____

Project Address: _____

Owner or Contractor Name: _____ Phone: _____

Owner or Contractor Email: _____

Scope of Work: _____

I hereby request an extension of time to (please check one):

- Plan Review – 90-day extension
- Waiting to Pull Permit – 90-day extension
- Inspections – 180-day extension

REASON FOR EXTENSION REQUEST:

Signature _____ Date: _____

Owner or Contractor

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Number of previous extensions granted to this permit: _____

APPROVED New Date of Expiration: _____

DENIED

NOTES: _____

City of Hayward Building Official Signature _____ Date: _____

(Or Designee)