

COUNTY OF SHASTA
DEPARTMENT OF RESOURCE MANAGEMENT
BUILDING DIVISION
1855 PLACER STREET, SUITE 102
REDDING, CA 96001

APPLICATION #: _____
OFFICE: (530) 225-5761
FAX: (530) 245-6468
www.co.shasta.ca.us

PROCESSING YOUR PERMIT APPLICATION

The regulations and fees that will apply to your application and permit are based on the application date.

Permit Applications:

- Applications are valid for 180 days. **PRIOR** to expiration, you may submit a one-time written request to extend the application. Applications will not be extended beyond one year from the original date of application.
- Once a permit application expires, no fees will be refunded. If you are not going to proceed with the project and want a refund, complete and submit a refund/cancellation request prior to the expiration date and a portion of the fees may be refunded if the plans have not been reviewed.
- If you submit your building permit application prior to obtaining any required Planning Division permit or action, you will be **submitting at your own risk**. If a building permit application expires prior to Planning approval, you will be required to resubmit and be subject to all regulations and fees in effect at the time of your new application.

Issued Permits:

- Once a building permit has been issued it expires by limitation:
 - (1) Two years after the permit is issued, or
 - (2) If work has not started within 180 days from the date of permit issuance, or
 - (3) If the work is suspended or abandoned for a period of 180 days.

Work is verified by obtaining the next required inspection and the project physically proceeding. Permits may be renewed for one year if not considered expired as described above upon payment of the required fee.

- Once a permit expires, no fees will be refunded. If you are not going to proceed with the project and **are eligible for a refund**, complete and submit a refund/cancellation request and a portion of the fees may be refunded.

As the applicant for the referenced application, I have read and understand the above application and permit limitations.

Print Name

Date

Signature