



**CITY OF AGOURA  
HILLS**  
**BUILDING & SAFETY DIVISION**  
 30001 LADYFACE COURT,  
 AGOURA HILLS, CA 91301

PHONE: (818) 597-7334  
 FAX: (818) 597-7352  
 www.AgouraHillsCity.org

**PERMIT EXTENSION/REINSTATEMENT REQUEST**

**AP-06**

**1-20-23**

**PERMIT EXTENSION REQUEST - TO EXTEND AN ACTIVE PERMIT.**  
 (MUST BE RECEIVED BY BUILDING & SAFETY DIVISION BEFORE THE PERMIT EXPIRATION) CBC 105.5 & R105.5

**PERMIT REINSTATEMENT REQUEST - TO REINSTATE AN EXPIRED PERMIT.**  
 (MAY BE SUBJECT TO THE CODES IN EFFECT AT THE TIME OF REAPPLICATION. ADDITIONAL FEES MAY APPLY) CBC 105.5 & R105.5

APPLICATION/PERMIT NUMBER: \_\_\_\_\_ DATE OF EXPIRATION: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS (IF DIFFERENT THAN ABOVE): \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**REASON FOR THE REQUEST:**

\_\_\_\_\_

\_\_\_\_\_

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**I hereby request an extension/reinstatement of the above-listed permit and will provide all plans and documents required by the City to process this request. I understand that this application will be subject to state and local codes in effect at the time of resubmittal and additional fees may apply.**

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**FOR BUILDING & SAFETY APPROVAL**

**WORK IS NOT AUTHORIZED UNTIL THE APPLICATION HAS BEEN APPROVED AND ALL FEES HAVE BEEN PAID.**

Approved : \_\_\_\_\_ Denied: \_\_\_\_\_ New Expiration Date: \_\_\_\_\_  
 Date: \_\_\_\_\_ Comments: \_\_\_\_\_

|  |   |  |                |
|--|---|--|----------------|
|  | <b>CITY OF AGOURA<br/>HILLS</b><br><b>BUILDING &amp; SAFETY DIVISION</b><br><b>30001 LADYFACE COURT,</b><br><b>AGOURA HILLS, CA 91301</b> | <b>PHONE: (818) 597-7334</b><br><b>FAX: (818) 597-7352</b><br><b>www.AgouraHillsCity.org</b> |                |
| <b>PERMIT EXTENSION/REINSTATEMENT REQUEST</b>                                    |   | <b>AP-06</b>   | <b>1-20-23</b> |

**CBC 105.5 & R105.5. Expiration of permit.** *Unless extended or reinstated as provided herein, every permit issued, except those under Subsection R105.5.2, shall be deemed suspended or abandoned and shall automatically expire and become null and void unless the permittee completes at least twenty percent (20%) of the total work or actions authorized by a permit (as determined by the Building Official) for Group R-3 Occupancies, and at least ten percent (10%) of the total work or actions authorized by a permit (as determined by the Building Official) for all other occupancies, and the permittee obtains a successful inspection from the Building Official within the first twelve (12) months from the permit's issuance date. An issued permit shall also be deemed suspended or abandoned and shall automatically expire and become null and void if the permittee does not complete at least an additional twenty percent (20%) of the total work or actions authorized by a permit (as determined by the Building Official) for Group R-3 Occupancies, and at least an additional ten percent (10%) of the total work or actions authorized by a permit (as determined by the Building Official) for all other occupancies, and the permittee obtains a subsequent successful inspection within twelve (12) months from a prior successful inspection. A successful inspection is defined as an inspection that is required by Section 110 of Chapter 1, Division II of the 2022 California Building Code (as adopted by Section 8100 of the Agoura Hills Municipal Code), during which the Building Official or a designee thereof determined that the inspected work or actions met all applicable minimum code requirements and he/she approved and documented that work as successful. Notwithstanding prior timely successful inspections, a permit shall automatically expire and become null and void if the permittee does not obtain a final inspection approval from a building inspector for completion of all work or actions authorized by a permit as follows: (i) within three (3) years from the date of issuance of a permit having a valuation of less than \$250,000.00; (ii) within four (4) years from the date of issuance of a permit having a valuation of between \$250,000.00 and \$1,000,000.00; and, (iii) within five (5) years from the date of issuance of a permit having a valuation of more than \$1,000,000.00.*

*The Building Official may grant one (1) extension of a permit for a period not exceeding one hundred eighty (180) days, provided he/she receives a written request stating justifiable cause, prior to the expiration date of a permit. The Building Official may deny the request for a permit extension if her/she determines that justifiable cause was not shown in the request.*

*When a permit that was issued pursuant to Section R105.1 has expired, work shall not recommence prior to obtaining a new permit, which shall be subject to Section R105.5.2 of this code. Requests to reinstate an expired permit shall be submitted to the building official, in writing, demonstrating justifiable cause and are subject to the approval of the building official. If approved by the Building Official, the fee shall be one half (1/2) of the amount of the original permit fee, provided that the expiration period of the original permit has not exceeded six (6) months, no changes have been made or will be made in the original approved plans and specifications, and the construction codes under which the original permit was issued are the same as the current construction codes in effect. To reinstate a permit when the expiration period of the original permit has exceeded six (6) months; or changes have been made or will be made in the original approved plans and specifications; or current construction codes are different from those construction codes under which the original permit was issued the permittee shall be required to pay a new full permit fee and that person shall comply with all construction codes in effect on the date of the new permit application.*